

Choice[®] Program
Consolidated Billing Option:

Bill Ready – Prepay
Technical Specification
including Actual Rate Enhancement

for
Suppliers of
Columbia Gas of Ohio

Issue Date: October 26, 2016

Revision Date: October 20, 2017 (Actual Rate)

Choice Program:

Bill Ready Technical Specifications

Purpose of this Document

On August 28, 2015 Columbia Gas of Ohio (“Columbia”) made available to Suppliers, the Consolidated Billing – Bill Ready billing option.

On August 29, 2017 Columbia Gas of Ohio (“Columbia”) made available to Suppliers, the Bill Ready – Prepay billing option.

On November 10, 2017 Columbia Gas of Ohio (“Columbia”) plans to make available to Suppliers, the Actual Rate enhancement for Bill Ready and Prepay customer bills.

- Supplier provides the actual rate(s) to Columbia for Bill Ready and Prepay customers
- Columbia presents the actual rate(s) on Bill Ready and Prepay customer bills

The purpose of this document is to inform Supplier assessment of the impact of the Actual Rate enhancement on its customers, business processes and systems, staff and other resources.

This document describes the business benefits of Bill Ready and Prepay, Supplier eligibility criteria, Columbia quarterly training and certification schedule, and the current technical specifications.

The implementation of Bill Ready and Prepay is related to the agreement in Ohio Case No. 12-2637-GA-EXM. *At this time, the Bill Ready and Prepay billing options, training and certification is offered to Suppliers of Columbia Gas of Ohio only.*

The Actual Rate enhancement is required to satisfy the ruling stated in PUCO Case No. 16-653-GA-WVR.

It directs Columbia to replace the average rate it currently calculates and presents on Bill Ready and Prepay customer bills, with the actual rate(s) the Supplier used to calculate the Marketer Commodity Charge.

- “A customer bill must ‘[t]o the extent practicable [include a] separate listing of each service component to enable a customer to recalculate its bill for accuracy.’”
- “All customers should receive detailed rate information, consistent with the requirements set forth in Ohio Adm.Code 4901:1-13-11(B)(9).”

See [page 21](#) for additional information

Therefore, Supplier must provide the actual rate(s) to Columbia so that Columbia can present the required information on the customer bill. Columbia will use the data provided by Supplier only to prepare customer bills.

Bill Ready- or Prepay-certified Supplier action is required to provide actual rate(s) for each Bill Ready and Prepay customer **beginning November 10, 2017.**

Business Benefits

Per COH tariff and Choice Aggregation agreement, Supplier elects to use one or both billing options:

- Dual Billing – Supplier and Columbia separately bill each customer; Supplier bills customer gas charges and Columbia bills gas transportation charges
- Consolidated Billing – Columbia issues a single bill that includes both Supplier customer gas charges and Columbia gas transportation charges

Under the Consolidated Billing option, Columbia currently supports for Choice customers:

- Rate Ready billing – Columbia prepares the customer bill by calculating the Marketer Commodity Charge using the Columbia-metered customer consumption and Supplier-provided commodity rate
- Bill Ready billing – Supplier calculates the commodity charge based on Columbia-metered customer consumption. Columbia prepares the customer bill using the Supplier-provided commodity charge

The Consolidated – Bill Ready billing option provides to Supplier the flexibility to bill:

- Multiple commodity-related product types
- Multiple commodity-related pricing methods (e.g., per unit pricing; budget pricing, tiered pricing; indexed pricing)
- Annual commodity reconciliation (e.g., budget pricing)

The Consolidated – Bill Ready-Prepay billing option provides to Supplier the flexibility to allow a customer to prepay commodity charges directly to Supplier, and include related information on the bill.

Important!

- The tax calculation is based on the consumption-based Marketer Commodity Charge for both Bill Ready and Prepay customer accounts
- The Purchase of Receivables (POR) calculation uses the Marketer Commodity Charge for Bill Ready customer accounts and the Prepay-Amount Owed for Prepay customer accounts, as stored in the BIL file

Eligibility Criteria

Supplier of Columbia Gas of Ohio who is interested in using the Bill Ready and/or the Prepay billing option must meet the following criteria:

- Is currently approved and participating in Choice program,
 - Elects to use Consolidated Billing, and
 - Passes Bill Ready-Prepay certification.
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For the Actual Rate timeline of required Supplier actions, see the [Advance Notice](#)

Date	Activity	Suppliers of:
<u>2nd week of:</u> February May August October	Bill Ready-Prepay Certification Training: Columbia provides Supplier with an overview of Bill Ready, Prepay, and the certification process, explanation of Bill Ready and Prepay notifications and business rules, and test scenarios and transaction files.	COH
<u>3rd week of:</u> February May August October	Bill Read-Prepay Certification: Supplier uses Certification file processing instructions and transaction files to verify Supplier processes and systems are ready to exchange bill-ready notifications.	COH
<u>Unit 1:</u> March June September November	Bill Ready and Prepay Billing Options: If Supplier is certified to use Bill Ready and/or Prepay by Friday of certification week, the earliest Supplier may bill customers using Bill Ready and/or Prepay is Unit 1 of the following month.	COH

This document contains the following information:

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<u>15</u> <u>30</u> <u>57</u>	<p>Transaction File Descriptions and Formats</p> <ul style="list-style-type: none"> • Overview • Transmission Conventions • Naming Conventions and Exceptions • Transaction File Summary • Notification Codes and Business Rules (<i>incl. Actual Rate updates</i>) • Transaction File and Record Layouts (<i>incl. Actual Rate updates</i>) <ul style="list-style-type: none"> ○ Bill Ready Transaction File and Record Layouts ○ Prepay Transaction File and Record Layouts

Bill Ready and Prepay Overview

Process Overview

Upon Supplier's successful completion of Bill Ready-Prepay certification, Columbia defines for Supplier, a Bill Ready rate code and/or Prepay rate code.

To establish Bill Ready billing for customers, Supplier uses the Bill Ready rate code to enroll new customers (REQ file, Action Code 1 or 3) and assign the Bill Ready rate code to existing customers (REQ file, Action Code 5).

To establish Prepay billing for customers, Supplier uses the Prepay rate code to enroll new customers (REQ file, Action Code 1 or 3) and assign the Prepay rate code to existing customers (REQ file, Action Code 5).

Columbia and Supplier exchange bill-ready customer-specific data during a 3-day Bill Preparation period that begins on the day Columbia provides consumption information for each customer in a Unit, and ends at 5:00pm EST on the following third business day. After 5:00pm EST, Columbia bills each Bill Ready customer in the Unit.

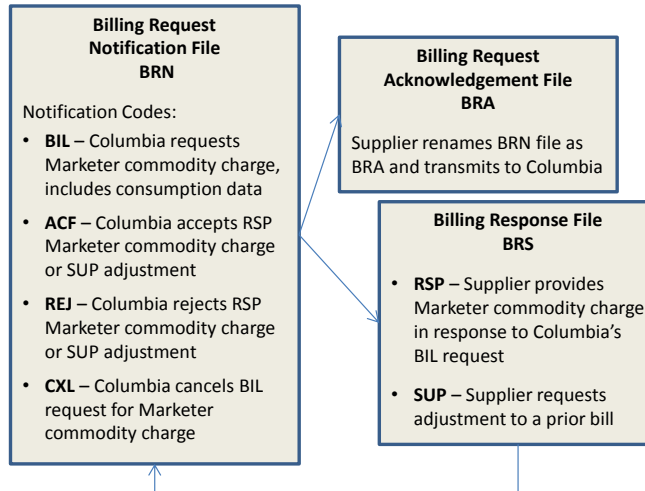
Bill Ready-related notifications outbound from-Columbia-to-Supplier are transmitted using the Billing Request Notification (BRN) file. The BRN file may be empty (i.e., no customer in unit being billed) or may contain records with Notification Codes:

- **BIL notification** – Columbia provides consumption data and requests the commodity charge (i.e., a bill-ready, commodity-related charge)
- **ACF notification** – Columbia accepts RSP Marketer Commodity Charge or Prepay-Amount Owed, or SUP adjusted Marketer Commodity Charge or adjusted Prepay-Amount Owed
- **REJ notification** – Columbia rejects RSP Marketer Commodity Charge or Prepay-Amount Owed, or SUP adjusted Marketer Commodity Charge or adjusted Prepay-Amount Owed
- **CXL notification** – Columbia cancels BIL notification for Bill Ready or Prepay commodity charge

Bill Ready- and Prepay-related notifications inbound from-Supplier-to-Columbia are transmitted using the Billing Request Acknowledgement (BRA) file and Billing Response (BRS) file. Supplier renames the BRN file as BRA and returns to Columbia to acknowledge receipt of the BRN file. Supplier prepares the BRS file; it may contain records with Notification Codes:

- **RSP notification** – In response to Columbia's BIL notification, Supplier provides a bill-ready, consumption-based Marketer Commodity Charge and if Prepay, Supplier also provides:
 - Prepay-Prepaid Amount Applied – the prepaid amount Supplier applied to the consumption-based Marketer Commodity Charge
 - Prepay-Amount Owed – the commodity charge after the Prepaid Amount is applied to the Marketer Commodity Charge
 - Prepay-Prepaid Balance – the prepaid amount remaining in the customer account after the Prepaid Amount is applied to the Marketer Commodity Charge
- **SUP notification** – Supplier provides to Columbia for a prior bill, an adjusted Marketer Commodity Charge and if Prepay, Supplier also provides adjusted:

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- Prepay-Prepaid Amount Applied – the prepaid amount Supplier applied to the consumption-based Marketer Commodity Charge
 - Prepay-Amount Owed – the commodity charge after the Prepaid Amount is applied to the Marketer Commodity Charge
 - Prepay-Prepaid Balance – the current prepaid amount remaining in the customer account



**Exchanging
Information
within the
Bill Preparation
Period**

On Meter Reading Day, a bill statement is initiated for a customer. Columbia internally posts

- Columbia distribution charge
- Customer consumption
- Marketer Commodity Charge of zero and if Prepay, Prepay-Amount Owed of zero
- “Scheduled Date”

After 12:00pm (Noon) EST the following calendar day, Columbia-transmitted BIL notification is available for Supplier processing (i.e., request for commodity charge):

- BIL notification includes customer consumption data and “Scheduled Date” (BRN file, Notification Code BIL)
- A 3-day Bill Preparation period
 - Begins the first business day that a BIL notification is available for Supplier processing
 - Concludes on Scheduled Date, the following third business day

By 5:00pm on Scheduled Date, Supplier provides Marketer Commodity Charge for customer bill and if Prepay, Prepay-Amount Owed (BRS file, Notification Code RSP)

After 5:00pm on Scheduled Date, Columbia prepares customer bill with Columbia distribution charge and Marketer Commodity Charge:

- If Supplier fails to transmit a Columbia-accepted RSP notification by 5pm EST on Scheduled Date, Columbia retains the formerly posted Marketer Commodity Charge and if Prepay, Prepay-Amount Owed and applies to bill (i.e., assuming there are no Supplier- or Columbia-initiated adjustments for the bill, a Marketer Commodity/Prepay-Amount Owed of zero is presented on customer bill)
-

**Customer
Maintenance
Timeline**

The following table provides a calendar view of transaction files and reports.

Day	Activity and File Type
Unit 1	<ul style="list-style-type: none"> Access reports based on prior month activity: <ul style="list-style-type: none"> Active Customer List report (ACT) Detailed Customer Billing report (DET) Choice Revenue report (REVMK) Marketer Receivables report (REVTK)
2nd business day	<ul style="list-style-type: none"> Access Marketer Billing Rate report (RATE)
Each business day	<ul style="list-style-type: none"> Request customer enrollment, drop and change transactions (REQ) Check accepted and rejected customer enrollment, drop and change transactions (RSP) Check customer billing and adjustments (BIL) Bill and rebill request (BRN) – <i>Bill Read-Prepay only</i> Bill and rebill request acknowledgement (BRA) – <i>Bill Ready-Prepay only</i> Billing responses and Supplier-initiated adjustments (BRS) – <i>Bill Ready-Prepay only</i> Check inactive or final customer accounts (DIS) Check customer accounts that have received a notice of termination or no access to meter (NOP) Check accepted (RAC1) and rejected (RERR) price value change transactions for existing rate codes
20th calendar day <i>(if not a business day, business day prior to the 20th calendar day)</i>	<ul style="list-style-type: none"> Access Demand Curve report (DMD) Last day to request price value changes for existing Rate Ready rate codes, effective next billing cycle (RAC)
21st calendar day <i>(if not a business day, business day prior to the 21st calendar day)</i>	<ul style="list-style-type: none"> Last day to check price value change transactions that were accepted (RAC1) and rejected (RERR) Check rate code changes available for the next billing cycle (RAC2)

Consolidated Billing Option

There are two Choice billing options, Dual Billing and Consolidated Billing. The Consolidated Billing option includes Rate Ready and Bill Ready billing.

Supplier may elect not to use Bill Ready or Prepay in favor of using the Consolidated Billing – Rate Ready option and/or Dual Billing option.

Once certified to use Bill Ready and/or Prepay, Supplier may use one billing option such as Bill Ready billing for all customers, or any combination of Dual Billing and Consolidated Billing (i.e., Rate Ready, Bill Ready, Prepay).

- **Consolidated Billing – Rate Ready:** Supplier provides to Columbia up to 100 Rate Ready rate codes (i.e., commodity charge per unit of gas) and assigns a rate code to each customer.

To establish Rate Ready billing for customers, Supplier assigns or reassigns customers to one of the pre-defined Rate Ready rate codes.

Based on Columbia-metered customer consumption and Supplier-assigned rate code, Columbia calculates and prepares a single customer bill that includes Marketer Commodity Charge and Columbia distribution charge.

Rate Ready files include:

- Inbound from-Supplier-to-Columbia: Customer Rate Code Change (RAC) file
- Outbound from-Columbia-to-Supplier: Preliminary Accepted Rate (RAC1) file, Final Accepted Rate (RAC2) file, Rejected Rate (RERR) file

- **Consolidated Billing – Bill Ready:** Upon Supplier's successful completion of Bill Ready and/or Prepay certification, Columbia defines a single Bill Ready rate code and/or a single Prepay rate code.

To establish Bill Ready billing for customers, Supplier uses the Bill Ready rate code to enroll new customers, and assign the Bill Ready rate code to existing customers.

To establish Prepay billing for customers, Supplier uses the Prepay rate code to enroll new customers, and assign the Prepay rate code to existing customers.

During a 3-day Bill Preparation period for each Unit, Columbia and Supplier exchange customer-specific billing data (i.e., Columbia provides to Supplier customer consumption data; Supplier provides to Columbia bill-ready commodity charge) and Columbia bills each customer.

Bill Ready files include:

- Outbound from-Columbia-to-Supplier: Customer Billing Request Notification (BRN) file
- Inbound from-Supplier-to-Columbia: Customer Billing Request Acknowledgement (BRA) file, Customer Billing Response (BRS) file

**Rate Ready
and
Bill Ready
Similarities
and
Differences**

Billing-related Files

Billing-related files common to Rate Ready and Bill Ready include:

- Inbound from-Supplier-to-Columbia: REQ
- Outbound from-Columbia-to-Supplier: RSP, BIL, DIS, NOP

The Request (REQ) file contains Supplier requests to enroll new customers (Action Code 1 or 3) and assign existing customers (Action Code 5) to one of the Supplier-defined Rate Ready rate codes, or the Columbia-defined Bill Ready rate code or Prepay rate code.

The Response (RSP) file contains Columbia responses to Supplier REQ requests (e.g., accept request, reject request).

The Billing and Adjustments (BIL) file contains transactions for Rate Ready, Bill Ready and Prepay.

Customer Rates

Rate Codes are defined for Rate Ready Bill Ready and Prepay.

Rate Ready	Bill Ready and Prepay
<ul style="list-style-type: none"> • Supplier may define up to <u>100 Rate Ready</u> rate codes 	<ul style="list-style-type: none"> • Once Supplier is certified to use Bill Ready Columbia defines for Supplier, a <u>single Bill Ready</u> rate code and/or a <u>single Prepay rate</u> code
<ul style="list-style-type: none"> • To establish Rate Ready billing for customers, Supplier enrolls a new customer using the Rate Ready rate code (REQ file, Action Code 1 or 3) or reassigns an existing customer to the Rate Ready rate code (REQ file, Action Code 5) 	<ul style="list-style-type: none"> • To establish Bill Ready billing for customers, Supplier enrolls a new customer using the Bill Ready rate code (REQ file, Action Code 1 or 3) or reassigns an existing customer to the Bill Ready rate code (REQ file, Action Code 5) – <i>no change</i> • To establish Prepay billing for customers, Supplier enrolls a new customer using the Prepay rate code (REQ file, Action Code 1 or 3) or reassigns an existing customer to the Prepay rate code (REQ file, Action Code 5)
<ul style="list-style-type: none"> • Supplier defines values for Rate Codes (RAC file). • As Columbia processes transactions in the RAC file, notifications are returned to Supplier using the following files: RAC1, RAC2, RERR 	<ul style="list-style-type: none"> • Supplier defines customer rates and does not share rates with Columbia

Customer Enrollment and Metering

Customer enrollment, metering and removal are the same for Rate Ready and Bill Ready (including Prepay).

- Individual customer enrollment transaction posting rules and order (i.e., rescission period, drop, enroll)
- For a new Rate Ready customer, a rate code may be changed from one Rate Ready rate code to another Rate Ready rate code before or after the customer is billed for the first time. However, a new customer must be billed at least once before making a change to the rate code that results in a change to the customer's billing method (e.g., changing from a Rate Ready rate code to the Bill Ready rate code or vice versa; changing from a Bill Ready rate code to a Prepay rate or vice versa). (REQ file, Action Code 5)
- Consumption unit of measure, per state tariff regulation
- Meter reading dates (*Meter Reading Dates are found on ColumbiaSupplier.com; click "Meter Reading Schedule"*)
- Demand curve reports

Customer Billing

Each Choice customer is assigned to one Unit based on a 21-unit billing cycle. Each business day Columbia bills all customers in one of the 21 Units. There are twelve billing cycles per year for each customer in each Unit.

- Each business day, Columbia initiates Rate Ready-, Bill Ready- and Prepay-related billing, and transmits associated files for one of 21 Units. Files may be empty if Supplier does not have customers in the current Unit.
- Each business day Supplier may initiate Rate Ready-, Bill Ready- and Prepay-related transactions (e.g., request a rate code change for existing customer; request an adjustment to customer bill).

Rate Ready	Bill Ready and Prepay
<ul style="list-style-type: none">• Inbound from-Supplier-to-Columbia: RAC• Outbound from-Columbia-to-Supplier: RAC1, RAC2, RERR	<ul style="list-style-type: none">• Inbound from-Supplier-to-Columbia: BRA, BRS• Outbound from-Columbia-to-Supplier: BRN
<ul style="list-style-type: none">• Columbia internally posts customer consumption, Columbia distribution charge, and <u>Columbia-calculated</u> Marketer Commodity Charge	<ul style="list-style-type: none">• Columbia internally posts customer consumption, Columbia distribution charge, and the Scheduled Date (i.e., the following third business day), marking the last day of the 3-day Billing Preparation period when the bill is scheduled to be prepared and sent to customer• Columbia transmits to Supplier request for Marketer Commodity Charge, marking the first day of the 3-day Bill Preparation period for each BIL notification (BRN file, Notification Code BIL)

Table continues on next page

Rate Ready	Bill Ready and Prepay
<ul style="list-style-type: none"> Based on Columbia-metered customer consumption and the Supplier-assigned rate code, <u>Columbia calculates</u> Marketer Commodity Charge Columbia prepares a single customer bill that includes Marketer Commodity Charge and Columbia distribution charge 	<ul style="list-style-type: none"> Based on Columbia-metered customer consumption, <u>Supplier calculates</u> and transmits to Columbia the Marketer Commodity Charge and if Prepay, Prepay-Amount Owed (BRS file, Notification Code RSP) Columbia prepares a single customer bill that includes Marketer Commodity Charge and if Prepay, Prepay-Amount Owed , and Columbia distribution charge
<ul style="list-style-type: none"> By Noon EST on the day after the customer meter is read, Columbia transmits to Supplier the Columbia distribution charge <u>and Rate Ready Marketer Commodity Charge (BIL file, Record Type 11)</u> 	<ul style="list-style-type: none"> By Noon EST on the day after the customer meter is read, Columbia transmits to Supplier: <ul style="list-style-type: none"> Request for Marketer Commodity Charge that includes consumption data (BRN file, Notification Code BIL) Columbia distribution charge and zero Bill Ready Marketer Commodity Charge or if Prepay, zero Prepay-Amount Owed (BIL file, Record Type 11) On the third day of the 3-day Bill Preparation period, Columbia transmits to Supplier the Marketer Commodity Charge or if Prepay, Prepay-Amount Owed for the Columbia-accepted RSP notification (accepted within the 3-day Bill Preparation period) as an adjustment (BIL file, <u>Record Type 15</u>)

Table continues on next page

Rate Ready	Bill Ready and Prepay
<ul style="list-style-type: none">• Supplier cannot initiate adjustments to customer bills	<ul style="list-style-type: none">• Supplier may initiate customer bill adjustments for any of the previous twelve billing cycles (BRS file, Notification Code SUP)• Following a customer removal, Supplier may initiate customer bill adjustments for the previous twelve billing cycles within 60 day of customer removal (BRS file, Notification Code SUP)• Supplier may not initiate a customer bill adjustment for a bill that Columbia previously issued a cancel BIL notification (BRN file, Notification Code CXL); such a bill is blocked from future SUP adjustments• Columbia may initiate a customer bill adjustment for any of the previous 24 billing cycles; Columbia-initiated adjustments are posted on the last day of the 3-day Bill Preparation period• Columbia immediately <u>posts</u> a Marketer Commodity Charge or if Prepay, Prepay-Amount Owed for each accepted Supplier-initiated adjustment• Each accepted (Columbia- and Supplier-initiated) adjustment is included in the BIL file on the day it's posted (BIL file, Record Type 15)

**Billing-Related
Transaction
File
Summary**

In **File Names**, “**xx**” represents the two-character Marketer Code; “**yyyymmdd**” represents the file creation date.

Billing-related Rate Ready Files	Billing-related Bill Ready and Prepay Files
<p>Billing-related files inbound from-Supplier-to-Columbia:</p> <p>xyyyymmdd.REQ xx.RAC</p>	<p>Billing-related files inbound from-Supplier-to-Columbia:</p> <p>xyyyymmdd.REQ xyyyymmdd.BRA xx.BRS</p> <p>BRA and BRS are described in the “<i>Transaction File Descriptions and Format</i>” section of this document</p>
<p>Billing-related files outbound from-Columbia-to-Supplier:</p> <p>xyyyymmdd.RSP xyyyymmdd.RAC1 xyyyymmdd.RAC2 xyyyymmdd.RERR xyyyymmdd.BIL xyyyymmdd.DIS xyyyymmdd.NOP</p>	<p>Billing-related files outbound from-Columbia-to-Supplier:</p> <p>xyyyymmdd.RSP xyyyymmdd.BRN xyyyymmdd.BIL xyyyymmdd.DIS xyyyymmdd.NOP</p> <p>BIL, DIS, NOP contain Rate Ready and Bill Ready data and if Prepay, Prepay data, based on the billing options used</p>
<p>Billing-related reports outbound from-Columbia-to-Supplier:</p> <p>xyyyymmdd.DET xyyyymmdd.DMD xyyyymmdd.RATE xyyyymmdd.REVMK xyyyymmdd.REVTX</p>	<p>Billing-related reports outbound from-Columbia-to-Supplier:</p> <p>xyyyymmdd.DET xyyyymmdd.DMD xyyyymmdd.RATE xyyyymmdd.REVMK xyyyymmdd.REVTX</p> <p>Reports contain Rate Ready and Bill Ready data and if Prepay, Prepay data, based on the billing options used</p>

Transaction File Descriptions and Formats

Overview

Transaction files are used to transmit data between Supplier and Columbia.

The password-protected CHOICE Suppliers “File Exchange” on the ColumbiaSuppliers.com website is used to transmit transaction files and reports between Columbia and Supplier.

Transaction files and reports are:

- Stored in an assigned Supplier-specific directory
 - Retained for 90 days
-

Transmission Conventions

“Inbound” transaction files are transmitted from Supplier to Columbia. The files inbound from-Supplier-to-Columbia include:

- Request file, xx.REQ
- Customer Rate Code Change file, xx.RAC (Rate Ready only)
- Billing Request Acknowledgement file, xxyyyymmdd.BRA (Bill Ready and Prepay only)
- Billing Response file, xx.BRS (Bill Ready and Prepay only)

“Outbound” transaction files and reports are transmitted from Columbia to Supplier. The file names are found in the *Transaction File Summary* table below.

By 5pm EST each business day Supplier uploads to Supplier-specific directory, REQ, RAC, BRA and BRS files. Files uploaded after 5:00pm EST may not be processed by Columbia until the next business day.

Each business day after 5:00pm EST through 12:00pm (noon) EST the following business day Columbia processes and clears REQ, RAC, BRA and BRS files, and uploads to Supplier-specific directory, RSP, RAC1, RERR and BRN files.

Naming Conventions and Exceptions

The naming convention of transaction files and reports vary.

The names of Choice transaction files Inbound from-Supplier-to-Columbia include the two-character Marketer Code (“xx” the examples).

- Supplier transmits to Columbia: xx.REQ and xx.RAC

The names of most transaction files and reports outbound from-Columbia-to-Supplier include the two-character Marketer Code and the file creation date in yyyymmdd format. For example:

- Columbia transmits to Supplier transaction file, xxyyyymmdd.RSP
 - Columbia transmits to Supplier report, xxyyyymmdd.REVMK
-

The name of the Demand Curve (DMD) report outbound from-Columbia-to-Supplier includes the two-character Marketer Code, 1-digit State, and the file creation date in mmddy format where “y” is the final digit of the year. For example:

- Columbia transmits to Supplier report, xxxmmddy.DMD
-

Transaction File Summary

The following table distinguishes files provided by Supplier versus Columbia on a monthly or daily basis, and if daily, indicates if the file is transmitted even though it may not contain transactions; and Columbia-provided files related to transactions, customers and rates.

File Description	File Name and Type	Example (where XX is the two-character Marketer Code)	INbound from-Supplier-to Columbia OUTbound from-Columbia-to- Supplier	Transmit Daily or Monthly Even If Empty
From Supplier to Columbia				
Request file	xx.REQ	XX.REQ	IN	Each business day
Customer Rate Code Change file (Rate Ready only)	xx.RAC	XX.RAC	IN	Each business day
Customer Billing Request Acknowledgement file (Bill Ready- Prepay only)	xyyyymmdd.BRA	XX20151015.BRA	IN	Each business day Even if empty
Customer Billing Response file – Bill Ready only	xx.BRS	XX.BRS	IN	Each business day
From Columbia to Supplier – Transaction-related				
Response file	xyyyymmdd.RSP	XX20151015.RSP	OUT	Each business day Even if empty
From Columbia to Supplier – Customer-related				
Customer Billing and Adjustments file	xyyyymmdd.BIL	XX20151015.BIL	OUT	Each business day
Customer Billing Request Notification file (Bill Ready- Prepay only)	xyyyymmdd.BRN	XX20151015.BRN	OUT	Each business day Even if empty
Customer Disconnect file	xyyyymmdd.DIS	XX20151015.DIS	OUT	Each business day Even if empty
Customer Non- Payment file	xyyyymmdd.NOP	XX20151015.NOP	OUT	Each business day Even if empty
From Columbia to Supplier – Rate-related (Rate Ready only)				
Preliminary Accepted Rate file	xyyyymmdd.RAC1	XX20151001.RAC1	OUT	Each business day Even if empty
Rejected Rate file	xyyyymmdd.RERR	XX20151001.RERR	OUT	Each business day Even if empty
Final Accepted Rate	xyyyymmdd.RAC2	XX20151001.RAC2	OUT	Monthly
From Columbia to Supplier – Reports				
Active Customer List report	xyyyymmdd.ACT	XX20151001.ACT	OUT	Monthly
Detailed Customer Billing report	xyyyymmdd.DET	XX20151001.DET	OUT	Monthly
Demand Curve report	xxxmmddy.DMD	XXX10005.DMD	OUT	Monthly
Marketer Billing Rate report	xyyyymmdd.RATE	XX20151001.RATE	OUT	Monthly
Choice Revenue report	xyyyymmdd.REVMK	XX20151000.REVMK	OUT	Monthly
Marketer Receivables report	xyyyymmdd.REVTK	XX20151000.REVTK	OUT	Monthly

**Notification
Codes and
Business Rules**

The Customer Billing Request Notification (BRN) file and Customer Billing Response (BRS) file contain record groups comprised of a header records and detail records.

The Notification Code in each record indicates the intent of the record group.

The Customer Bill Request Notification (BRN) file contains the following notifications:

- **BIL notification** – Columbia provides consumption data and requests Marketer Commodity Charge and if Prepay, Prepay-Amount Owed by Scheduled Date (i.e., the last day of 3-day Bill Preparation period)
- **ACF notification** – Columbia accepts RSP or SUP notification
- **REJ notification** – Columbia rejects RSP or SUP notification
- **CXL notification** – Columbia cancels BIL notification for Marketer Commodity Charge and if Prepay, Prepay-Amount Owed

The Customer Billing Response (BRS) file contains the following notifications:

- **RSP notification** – Supplier provides Marketer Commodity Charge and if Prepay, Prepay-Amount Owed in response to BIL notification
- **SUP notification** – Supplier provides an adjusted Marketer Commodity Charge and if Prepay, adjusted Prepay-Amount Owed for a customer bill in previous twelve billing cycles

Date BIL Notification is Available versus Date Pending Period Begins

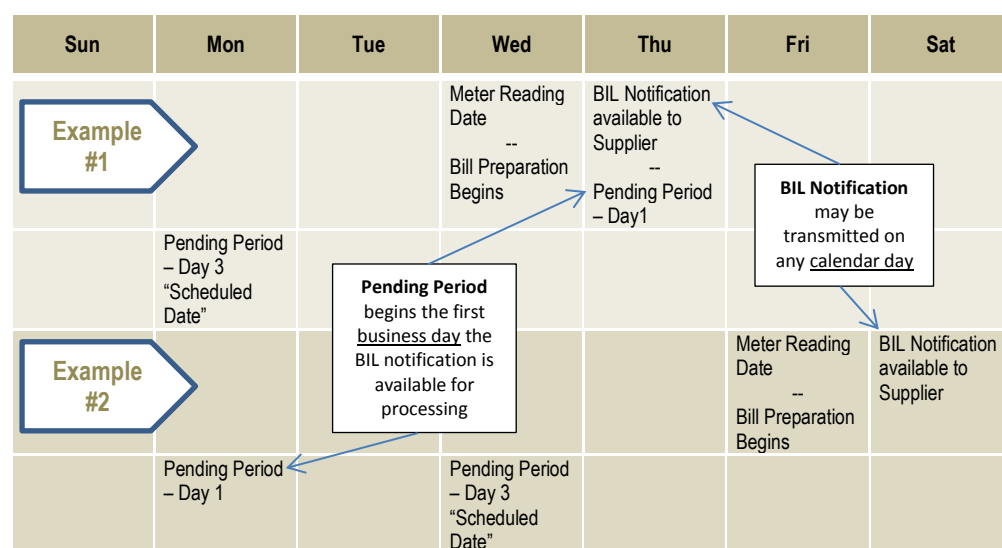
Note the important distinction between the first date the BIL notification is available for Supplier processing versus the first date of the pending period (i.e., Bill Preparation period) begins:

- After 12:00pm (Noon) EST the calendar day following the Meter Reading Day, the Columbia-transmitted BIL notification is available for Supplier processing
- The 3-day pending period begins the first business day that a BIL notification is available for Supplier processing

These dates may or may not be the same as demonstrated in the following examples.

Example 1 – BIL notification is available on the same day the pending period begins

Example 2 – BIL notification is available prior to the start of the pending period



BIL Notification with Updated Consumption

If there is a change in consumption (within or after the 3-day Bill Preparation period), Columbia may request, on any business day, an updated Marketer Commodity Charge (BRN file, Notification Code BIL):

- Each BIL notification begins its own 3-day pending period. Columbia accepts the Marketer Commodity Charge and if Prepay, Prepay-Amount Owed until 5pm EST on the Scheduled Date noted in BIL notification with the updated consumption data
- If the updated Marketer Commodity Charge and if Prepay, Prepay-Amount Owed is received by 5pm EST on Scheduled Date noted in BIL notification for original consumption (i.e., within Bill Preparation period), the charge is included in the current customer bill; if not, the updated charge is included in the next customer bill

**Distinction
between
Billing Date,
From-Date,
Scheduled
Date**

Note the important distinction among the Billing Date, From-Date, and Scheduled Date, which are all included in the Notifications transmitted between Supplier and Columbia.

- From-Date – The first calendar day of service for the period to be billed
 - Billing Date – The last calendar day of service for period to be billed
 - Scheduled Date – The last business day of the 3-day pending period
-

**RSP
Notification
Received by
Schedule Date**

The following statements assume that in response to a Columbia-transmitted BIL notification, Supplier provides an RSP notification, including Marketer Commodity Charge and if Prepay, three Prepay values (i.e., Prepay-Prepaid Balance, Prepay-Prepaid Amount Applied, Prepay-Amount Owed), before 5pm EST on Scheduled Date:

- Prepay-Amount Owed must equal Marketer Commodity Charge minus Prepay-Prepaid Amount Applied
- If Marketer Commodity Charge / Prepay-Amount Owed is accepted, Columbia posts Marketer Commodity Charge internally and applies to bill (BRN file, Notification Code ACF)
- If Marketer Commodity Charge / Prepay-Amount Owed is rejected and not resubmitted by 5pm EST on Scheduled Date, Columbia retains the formerly posted Marketer Commodity Charge and applies to bill (BRN file, Notification Code REJ)
- If Supplier transmits multiple RSP notifications for the same bill:
 - In a single BRS file: Columbia rejects all RSP notifications as duplicates (BRN file, Notification Code REJ)
 - In multiple BRS files on different days: Columbia accepts each Marketer Commodity Charge and applies the last transmitted Bill Ready Marketer Commodity Charge and if Prepay, Prepay values to bill (BRN file, Notification Code ACF)

The following two example situations demonstrate the Marketer Commodity Charge that Columbia internally posts, presents on the customer bill, and reports in the Customer Billing and Adjustments (BIL) file. The examples apply to Prepay also; substitute Prepay-Amount Owed for Marketer Commodity Charge.

Example #1 –

Supplier does not provide an accepted Marketer Commodity Charge by Scheduled Date

Day	Notification	Internally Posted & Customer Bill	BIL File
Billing Date	BIL notification	Internally posted: Current Bill Marketer Commodity Charge = \$0	Record Type 11 – consumption, Columbia distribution charge, and Marketer Commodity Charge = \$0
Day 3 of 3-day Bill Preparation period	No Columbia-accepted RSP notification from Supplier	Internally posted: Current Bill Marketer Commodity Charge = \$0 Customer bill: Supply = \$0	Record Type 15 – Marketer Commodity Charge = \$0

Example #2 –

Supplier provides an accepted Marketer Commodity Charge by Scheduled Date

Day	Notification	Internally Posted & Customer Bill	BIL File
Billing Date	BIL notification	Internally posted: Current Bill Marketer Commodity Charge = \$0	Record Type 11 – consumption, Columbia distribution charge, and Marketer Commodity Charge = \$0
Day 2 of 3-day Bill Preparation period	RSP notification	Internally posted: Current Bill Marketer Commodity Charge = \$45	
Day 3 of 3-day Bill Preparation period		Customer bill: Supply = \$45	Record Type 15 – Marketer Commodity Charge = \$45

Providing Actual Rates for Bill Ready and Prepay Customer Bills

PUCO requires the actual rate be presented on all customer bills, including Bill Ready and Prepay customer bills. To accommodate this requirement, Supplier must transmit for each Bill Ready and/or Prepay customer, the actual rate(s) used to calculate the supplier-provided commodity charge. Columbia uses the rate(s) provided by Supplier only to prepare customer bills.

The detail records of the following Bill Ready and Prepay notifications must include the actual rate, consumption, and marketer commodity charge for at least one (1) tier, and to accommodate tiered pricing, may include up to four (4) tiers.

- **Customer Bill Request Notification (BRN) file:** BIL, REJ and CXL notifications
- **Customer Billing Response (BRS) file:** RSP and SUP notifications

For single-rate customer agreements, Supplier transmits required Tier 1 fields:

Tier 1 Actual Rate per Mcf
Tier 1 Consumption
Tier 1 Marketer Commodity Charge

For single-rate customer agreements, RSP and SUP notifications include:

- The same value in Tier 1 Consumption and Current Bill Consumption
- The same value in Tier 1 Marketer Commodity Charge and Current Bill Commodity Charge

For tiered-rate customer agreements, Supplier transmits the values for the first tier in required Tier 1 fields, and the values for additional tier(s) in optional Tier 2-4 fields:

Tier 2 Actual Rate per Mcf
Tier 2 Consumption
Tier 2 Marketer Commodity Charge
Tier 3 Actual Rate per Mcf
Tier 3 Consumption
Tier 3 Marketer Commodity Charge
Tier 4 Actual Rate per Mcf
Tier 4 Consumption
Tier 4 Marketer Commodity Charge

For each RSP and SUP notification received from Supplier, Columbia validates the consumption and commodity charges provided by Supplier:

- Columbia compares the sum of the values transmitted in the Tier 1-4 Consumption fields to the (total) Current Bill Consumption; if the values are not equal, an REJ notification is issued with an error code
- Columbia compares the sum of the values transmitted in the Tier 1-4 Marketer Commodity Charge fields to the (total) Current Bill Marketer Commodity Charge; if the values are not equal, an REJ notification is issued with an error code

Columbia presents up to four tiers on the customer bill, including the Actual Rate, Consumption, and Marketer Commodity Charge for each tier, as provided by Supplier.

**CXL
Notification
Cancels
Prior BIL
Notification**

On any business day for a specific bill, Columbia may cancel a BIL request for a commodity charge (BRN file, Notification Code CXL) for a customer that should not have been billed (e.g., prior disconnect) or as a result of a (Supplier- or Columbia-initiated) change from a Bill Ready or Prepay rate code to any other rate code.

- Canceling a BIL request for commodity charge results in the following:
 - Marketer Commodity Charge and if Prepay, Prepay-Amount Owed provided in response to the BIL notification is canceled
 - Future RSP Marketer Commodity Charges / Prepay-Amount Owed and SUP adjustments to the bill (that reference the Bill Key in the CXL notification) are blocked
 - Upon receiving CXL notification, Supplier must update its records to:
-

-
- Ensure Marketer Commodity Charge and if Prepay, Prepay-Amount Owed of zero for the Bill Key referenced in the CXL notification
 - Prevent future RSP or SUP notifications for the Marketer Rate Code and Bill Key referenced in the CXL notification because the Supplier indicated is not the “Supplier of record” for that bill
-

**SUP
Notification
Commodity
Charge**

The SUP notification provides to Columbia, an adjusted commodity charge for a prior billing period. The value reflects the total commodity charge for a prior billing period (as opposed to the difference between the Marketer Commodity Charge included in an RSP notification and the updated commodity charge, or if Prepay the difference between the Prepay-Amount Owed included in an RSP notification and the updated amount owed.)

For example: Supplier intends to reduce the commodity charge originally billed (\$100) for Billing Period 1 by \$15.00. The adjusted commodity charge for Billing Period 1 is \$85.00.

Billing Cycle 1: RSP notification / Marketer Commodity Charge = \$100.00

Billing Cycle 2: RSP notification / Marketer Commodity Charge = \$110.00

Mid-Cycle: SUP notification / Marketer Commodity Charge = \$85.00 for Billing Period 1

Billing Cycle 3: RSP notification / Marketer Commodity Charge = \$110.00

To prepare the customer bill, Columbia calculates for Billing Period 1, the difference between the originally billed charge and the adjusted charge (\$100.00 - \$85.00 = \$15).

The example applies to Prepay also; substitute Prepay-Amount Owed for Marketer Commodity Charge.

**Additional SUP
Notification
Business Rules**

On any business day, Supplier may submit an adjustment for a bill issued in last twelve billing periods that does not have an open 3-day pending period (BRS file, Notification Code SUP) and that Columbia has not blocked from future Marketer Commodity Charges (BRN file, Notification Code CXL).

- Each Columbia-initiated BIL notification begins a 3-day pending period. Supplier may respond to each BIL notification within 3-day pending period (BRS file, Notification Code RSP)
 - Once 3-day pending period closes, Supplier may respond to BIL notification using Supplier-initiated adjustment within the next twelve billing cycles, assuming customer remains with Supplier for the next twelve billing cycles (BRS file, Notification Code SUP)
 - If Supplier transmits SUP notification for a bill with an open 3-day pending period, Columbia rejects the adjustment (BRN file, Notification Code REJ)
 - If Supplier transmits SUP notification for a bill that Columbia previously blocked (BRN file, Notification Code CXL), Columbia rejects the adjustment (BRN file, Notification Code REJ)
 - If Supplier transmits multiple SUP notifications for the same bill:
 - In a single BRS file: Columbia rejects all SUP notifications as duplicates (BRN file, Notification Code REJ)
 - In multiple BRS files on different days, Columbia accepts each Marketer Commodity Charge and applies the last transmitted Bill Ready Marketer
-

Commodity Charge and if Prepay, Prepay values to bill (BRN file, Notification Codes ACF)

- If customer is removed from Supplier, Supplier has 60 days from date of customer removal to submit final Marketer Commodity Charge and/or adjustments for previous twelve billing cycles (BRS file, Notification Code RSP and SUP, respectively)
- Supplier-initiated adjustment for prior bill periods appear on the customer bill prepared following Columbia-acceptance of SUP notification (BRN file, Notification code ACF):
 - If accepted within the 3-day Bill Preparation period, the adjustment is applied to the current customer bill
 - If accepted after the 3-day Bill Preparation period close, the adjustment is applied the next customer bill
 - If during the current billing cycle, Columbia accepts one or more (Supplier- or Columbia-initiated) adjustments for a prior bill, the following information is provided in the “Additional Account Information” section of the customer bill: Adjustment amount, related marketer name, and marketer phone number

The rules above apply to Prepay also; substitute Prepay-Amount Owed for Marketer Commodity Charge. In addition:

- Prepay-Amount Owed must equal Marketer Commodity Charge minus Prepay-Prepaid Amount Applied

**Matching
Related SUP
and ACF
Notifications**

To match an ACF notification back to the specific SUP notification that has been accepted, a unique identifier may be created by concatenating Customer Account Number and Transmission Date.

Note that the following data elements cannot be used to match ACF and SUP notifications: Tracking ID, Confirmation Number, Bill Key, Bill Sequence.

Transaction File and Record Layouts

For Bill Ready and Prepay, the fixed length header and detail records are 320 characters.

- Each record is separated with a carriage return (after position 320)
- Each data element is formatted with either valid data or filler (i.e., spaces for alpha numeric or zeroes for numeric)

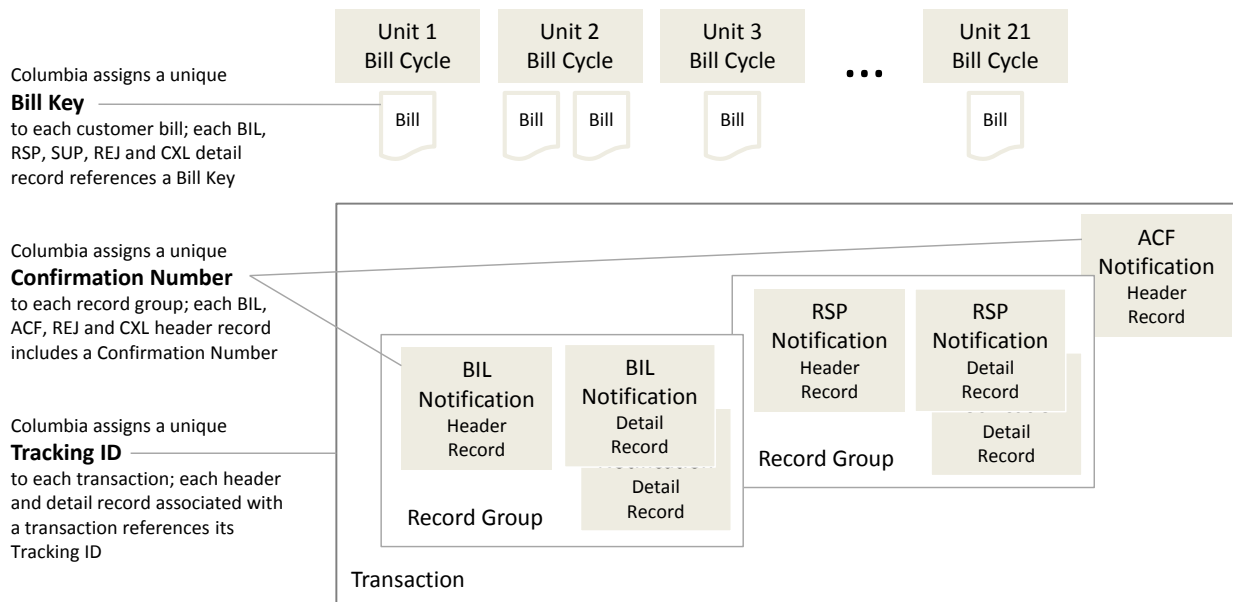
A record group is comprised of a header and zero, one or more detail records.

- Record Type 01 indicates header record
- Record Type 02 indicates detail record
- Notification Code indicates the intent of the record group

Each header record (01) and detail record (02) exchanged between Supplier and Columbia includes the following common data elements (BRN, BRA, BRS files).

- All header records include the first ten data elements
- All header and detail records include the first seven data elements
- Detail records include additional data elements depending on the Notification Code. See the following sections for specific header and detail record layouts
- ACF notification includes a header only

Notification Code: Record Type: 01=Header, 02=Detail: Data Element:	Columbia-transmitted Notifications								Supplier- transmitted Notifications			
	BIL		ACF		REJ		CXL		RSP		SUP	
	01	02	01	01	02	01	02	01	02	01	02	02
1. <u>Company</u>	X	X	X	X	X	X	X	X	X	X	X	X
2. <u>Marketer Rate Code</u>	X	X	X	X	X	X	X	X	X	X	X	X
3. <u>Customer Account Number</u>	X	X	X	X	X	X	X	X	X	X	X	X
4. <u>Tracking ID</u> – Columbia assigns each <u>transaction</u> a unique identifier that is repeated in each record through final acceptance	X	X	X	X	X	X	X	X	X	X	X	X
5. <u>Record Type</u> – Value “01” indicates <u>header</u> record; “02” indicates <u>detail</u> record	X	X	X	X	X	X	X	X	X	X	X	X
6. <u>Notification Code</u> – Value BIL, RSP, SUP, ACF, REJ, CXL indicates the intent of the notification and the detail record layout	X	X	X	X	X	X	X	X	X	X	X	X
7. <u>Transmission Date</u> – Columbia and Supplier supply the date the <u>record</u> is transmitted	X	X	X	X	X	X	X	X	X	X	X	X
8. <u>Confirmation Number</u> – Columbia assigns a unique identifier to each <u>record group</u> sent to Supplier	X		X	X		X		X		X		
9. <u>Scheduled Date</u> – The final day of a 3-business day pending period following a BIL notification; the date Columbia processes all record groups (with same Tracking ID) associated with request for Marketer Commodity Charge whether or not Supplier has responded	X		X	X		X		X		X		
10. <u>Record Count</u> – Number of detail records that follow the header record	X		X	X		X		X		X		



Identifying Unique Bills, Records, Record Groups, and Transactions

Typically there is one customer bill per billing cycle; some situations call for more than one bill in a given billing cycle.

- Columbia assigns a unique Bill Key to each customer bill; the detail record of each BIL, RSP, SUP, REJ and CXL notification references a Bill Key

A record is composed of data elements. There are two types of records: header record and detail record.

- Record Type 01 indicates header record; 02 indicates detail record

A record group is a header record and associated detail records.

- There may be one or more detail records per header record; Record Count indicates number of detail records associated with header record
- The intent of the record group is indicated by the Notification Code
- Columbia assigns a unique Confirmation Number to the header record of each BIL, ACF, REJ and CXL notification
- Supplier zero-fills Confirmation Number in each header record with Notification Code RSP and SUP
- If one record in the record group is rejected, the header record and all related detail records are also rejected

A transaction is a sequence of record group exchanges and related work (such as database updating) that is treated as a unit for the purposes of satisfying a request (e.g., Columbia BIL request for Marketer Commodity Charge; Supplier SUP request for adjustment to a prior bill).

- Columbia assigns a unique Tracking ID to each transaction; each header and detail record associated with the transaction references its Tracking ID
- Bill Sequence tracks changes to consumption and Supplier-initiated commodity charges for a specific bill (identified by Bill Key)

-
- Columbia assigns Bill Sequence to 001 for the first BIL notification associated with a new bill (i.e., unique Bill Key)
 - Columbia references Bill Key and increments Bill Sequence by one for each BIL notification associated with a change in consumption
 - Columbia increments Bill Sequence by one for each Supplier-initiated change to Marketer Commodity Charge
 - Supplier never sets or increments Bill Sequence
 - When Supplier responds to Columbia BIL or REJ notification, Supplier copies Bill Sequence from last BIL notification
 - When Supplier initiates SUP notification, Supplier zero-fills Bill Sequence

Each Supplier-provided RSP notification is transmitted in response to a specific Columbia-initiated BIL notification (Columbia request for Marketer Commodity Charge). To tie the RSP notification to a specific BIL notification, Supplier copies from the Columbia-provided BIL detail record:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Tracking ID (identifies transaction)
- Current Bill Sequence and Current Bill Consumption (Columbia validates that Supplier-provided values match the values in last BIL notification associated with the Bill Key)

For each Supplier-initiated SUP notification, Supplier identifies the bill to be adjusted:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Current Bill Consumption (Columbia validates that Supplier-provided value matches the value in last BIL notification associated with the Bill Key)

Columbia sets Current Bill Sequence to 001 for the first BIL notification associated with a new bill (i.e., unique Bill Key) and increments Current Bill Sequence with each change in consumption or commodity charge. Supplier never creates new or increments Current Bill Sequence value; Supplier copies Columbia-transmitted Current Bill Sequence.

Note that Columbia stores Current Bill Sequence value in database; Current Bill Sequence is not included in ACF notification.

“Current Bill Sequence” is abbreviated as “Bill Sequence” in the following examples.

Example #1 – Columbia accepts Supplier RSP notification

Activity Description	Notification Code	Bill Sequence
Columbia assigns Bill Sequence to each BIL notification	BIL	001
Supplier copies Bill Sequence from BIL to RSP notification	RSP	001
Columbia accepts RSP notification	ACF	001 ⁽¹⁾

Example #2 – Columbia rejects first Supplier RSP notification and accept the second RSP notification

Activity Description	Notification Code	Bill Sequence
Columbia assigns Bill Sequence to each BIL notification	BIL	001
Supplier copies Bill Sequence from BIL to RSP notification	RSP	001
Columbia rejects RSP notification	REJ	001
Supplier copies Bill Sequence from BIL to RSP notification	RSP	001
Columbia accepts RSP notification	ACF	001 ⁽¹⁾

Example #3 – Columbia sends second BIL notification with updated consumption

Activity Description	Notification Code	Bill Sequence
Columbia assigns Bill Sequence to each BIL notification	BIL	001
Supplier copies Bill Sequence from BIL to RSP notification	RSP	001
Columbia increments Bill Sequence for BIL notification due to updated consumption	BIL	002
Supplier copies Bill Sequence from BIL to RSP notification	RSP	002
Columbia accepts RSP notification	ACF	002 ⁽¹⁾

Bill Ready Transaction File and Record Layouts begin on [Page 30](#)

Prepay Transaction File and Record Layouts begin on [Page 57](#)

Bill Ready Customer Billing Request Notification File (BRN)

<i>File Name and Type</i>	xyyyymmdd.BRN <ul style="list-style-type: none"> • xx – two-character Marketer Code • yyyymmdd – the file creation date
<i>Description</i>	The BRN file contains Columbia-produced Bill Ready and/or Prepay commodity charge requests for billing period, and changes in consumption
<i>File Transmission</i>	<ul style="list-style-type: none"> • Outbound from-Columbia-to-Supplier • Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file • Each business day between 5:00pm EST and 12:00pm (noon) EST the following business day Columbia uploads to Supplier-specific directory, BRN file • Transmit even if empty
<i>File Format</i>	<p>Bill Ready and Prepay header and detail records have unique header and detail record layouts for Notification Codes BIL, ACF, REJ and CXL.</p> <p>For Bill Ready and Prepay, the fixed length header and detail records are 320 characters.</p> <ul style="list-style-type: none"> • Each record is separated with a carriage return (after position 320) • Each data element is formatted with either valid data or filler (i.e., spaces for alpha numeric or zeroes for numeric) • A record group is comprised of a header and zero, one or more detail records. Notification Code indicates the intent of the record group: <ul style="list-style-type: none"> ○ BIL notification – Columbia provides consumption data and requests commodity charge – Detail record includes consumption data ○ ACF notification – Columbia accepts RSP or SUP notification – There are no detail records associated with header records that include an ACF Notification Code (i.e., Record Count=0) ○ REJ notification – Columbia rejects RSP or SUP notification – Detail record includes error code(s) ○ CXL notification – Columbia cancels BIL notification for commodity charge – Detail record includes Bill Key

When Notification Code = BIL, Columbia requests commodity charge for:

- For each customer in Unit to be billed
- For each customer with a change in consumption

Header record (Record Type 01)

- Scheduled Date is the last date Columbia accepts RSP notification (with Current Bill Marketer Commodity Charge) from Supplier; RSP notification after 5pm EST is rejected
- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier determines Current Bill Marketer Commodity Charge based on values in the following data elements in the detail record:
 - Customer Account Number (identifies customer)
 - Bill Key (identifies bill)
 - Tracking ID (identifies transaction)
 - Current Bill Sequence
 - Current Bill Consumption
- Values in the following data elements are for reference purposes only: Previous Bill Sequence, Previous Bill Consumption, Previous Bill Marketer Commodity Charge

Bill Ready BIL Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia-assigned 9-digit number <ul style="list-style-type: none"> Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	BIL (request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> For BIL notification, date indicates final day of the 3-business day pending period following a BIL notification
59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

Bill Ready BIL Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	BIL (request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd - Required Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> For BIL notification, date indicates last day of service for period to be billed
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) Columbia assigns 001 for the first BIL notification associated with a new bill (new Bill Key) Columbia increments Bill Sequence by one for an established Bill Key when: <ul style="list-style-type: none"> There is a change in consumption Columbia accepts Supplier-initiated adjustment

Table continues on next page

57	10	Num	Current Bill Consumption	<p>State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio)</p> <ul style="list-style-type: none"> For new bill: Original consumption to be billed For consumption update: Updated consumption to be billed
67	13	Num	Current Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> Zero-filled Value to be billed is required from Supplier; if Supplier fails to provide a Columbia-accepted value within 3-day pending period, zero Marketer Commodity Charge is billed
80	8	Num	From – Date	<p>yyyymmdd – Required Date indicate first day of service for the period to be billed</p>
88	7	Num	Tier1 Actual Rate per Mcf	<ul style="list-style-type: none"> Zero-filled Value to be presented on customer bill is <u>required</u> from Supplier For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	<ul style="list-style-type: none"> Zero-filled Value to be presented on customer bill is <u>required</u> from Supplier For single or tiered rate customer agreements
105	13	Num	Tier1 Marketer Commodity Charge	<ul style="list-style-type: none"> Zero-filled Value to be presented on customer bill is <u>required</u> from Supplier For single or tiered rate customer agreements
118	7	Num	Tier2 Actual Rate per Mcf	<ul style="list-style-type: none"> Zero-filled Optional value to be presented on customer bill is requested from Supplier For tiered rate customer agreements
125	10	Num	Tier2 Consumption	<ul style="list-style-type: none"> Zero-filled Optional value to be presented on customer bill is requested from Supplier For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	<ul style="list-style-type: none"> Zero-filled Optional value to be presented on customer bill is requested from Supplier For tiered rate customer agreements

Table continues on next page

148	7	Num	Tier3 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
155	10	Num	Tier3 Consumption	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
185	10	Num	Tier4 Consumption	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
208	3	Num	Previous Bill Sequence	<p>Columbia-assigned 3-digit number</p> <ul style="list-style-type: none"> • 001 for initial BIL notification • Incremented by one for each BIL notification associated with a change in consumption
211	10	Num	Previous Bill Consumption	<p>State-specific unit of measure (e.g., Mcf, Ccf, therm)</p> <p>Ccf (Ohio)</p> <ul style="list-style-type: none"> • Zero-filled for initial BIL notification • For BIL notification associated with a change in consumption, populated with consumption value formerly transmitted in Current Bill Consumption
221	13	Num	Previous Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> • Zero-filled for initial BIL notification • For BIL notification associated with a change in consumption, populated with charge formerly provided by Supplier in Current Bill Marketer Commodity Charge, if available
234	87	Alpha/Num	Filler	Spaces - Required

When Notification Code = ACF, Columbia accepts record group for Supplier RSP or SUP notification:

- ACF notification does not include detail records from Supplier RSP or SUP notification
- Columbia copies header record of Supplier-provided RSP or SUP notification, indicating acceptance of all related detail records

Bill Ready ACF Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Account Number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For accepted RSP notification, as transmitted in original BIL notification and RSP notification • For accepted SUP notification, Columbia assigns Tracking ID • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	ACF (accepted RSP commodity charge or SUP adjustment)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> • As transmitted in BIL notification; the date the Marketer Commodity Charge is posted • For accepted RSP notification, date indicates: Final day of the 3-business day pending period following BIL notification
59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

When Notification Code = REJ, Columbia rejects record group for Supplier RSP or SUP notification:

Header record (Record Type 01)

- Columbia copies Header record of Supplier-provided RSP or SUP notification

Detail record (Record Type 02)

- Columbia copies all Detail records of Supplier-provided RSP or SUP notification
- Columbia provides error code(s)

Bill Ready REJ Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For rejected RSP notification: As transmitted in BIL notification • For rejected SUP notification: Not assigned • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	REJ (Columbia rejects record group for Supplier RSP or SUP notification)
34	8	Date	Transmission Date	yyyymmdd – Required Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> • For accepted RSP notification, as transmitted in BIL notification • Date indicates final day of the 3-business day pending period following BIL notification • For accepted SUP notification, date is zero-filled (irrelevant date)

Table continues on next page

59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

Bill Ready REJ Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For rejected RSP notification: As transmitted in BIL notification For rejected SUP notification: Not assigned Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	REJ (Columbia rejects record group for Supplier RSP or SUP notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> As transmitted in BIL notification Date indicates last day of service for period to be billed

Table continues on next page

54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key)
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio)
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places • As transmitted in RSP or SUP notification
80	8	Num	From - Date	yyyymmdd – Optional • As transmitted in RSP or SUP notification • If populated data is not validated • If not populated in SUP notification, the value 00010101 is returned • Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
95	10	Num	Tier1 Consumption	• As transmitted in RSP or SUP notification
105	13	Num	Tier1 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
118	7	Num	Tier2 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
125	10	Num	Tier2 Consumption	• As transmitted in RSP or SUP notification
135	13	Num	Tier2 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
148	7	Num	Tier3 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
155	10	Num	Tier3 Consumption	• As transmitted in RSP or SUP notification
165	13	Num	Tier3 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
178	7	Num	Tier4 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
185	10	Num	Tier4 Consumption	• As transmitted in RSP or SUP notification
195	13	Num	Tier4 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
208	3	Num	Previous Bill Sequence	• As transmitted in RSP or SUP notification
211	10	Num	Previous Bill Consumption	• As transmitted in RSP or SUP notification
221	13	Num	Previous Bill Marketer Commodity Charge	• As transmitted in RSP or SUP notification
234	4	Alpha/Num	Error Code 1	Required – See Error Code table below
238	4	Alpha/Num	Error Code 2	Optional – See Error Code table below
242	4	Alpha/Num	Error Code 3	Optional – See Error Code table below
246	75	Alpha/Num	Filler	Spaces – Required

Error Codes

Bill Ready and Prepay use the same error codes.

Error Code	Error Code Description
BR01	Mismatch on Tracking ID
BR02	Mismatch on Permanent Customer Identification (PCID) Number
BR03	Mismatch on Sequence Number
BR04	Mismatch on Bill Key
BR05	Mismatch on Bill Sequence
BR06	Mismatch on Consumption
BR07	Mismatch on Marketer Rate Code
BR08	Consumption not numeric/present
BR09	Record Group is no longer open for RSP response
BR10	Marketer Commodity Charge not numeric/present
BR11	Record Group still open for RSP response
BR12	Bill Key provided is beyond adjustment window (12 months)
BR13	SUP notification invalid – customer was removed > 60 days
BR14	Duplicate detail record
BR15	Record rejected because another record in the group was invalid
BR16	Invalid PCID Number, Sequence and Bill Key combination
BR17	Invalid format / Missing header or detail record
BR18	Duplicate Marketer Commodity Charge
BR19	Invalid Notification Code
BR 20	Prepay fields don't balance with Marketer Commodity Charge
BR21	Prepay-Prepaid Balance (header) not numeric/present
BR22	Prepay-Prepaid Amount Applied (detail) not numeric/present
BR23	Prepay-Amount Owed (detail) not numeric/present
BR24	Tier 1 Actual Rate per Mcf not numeric/present
BR25	Sum of Tier 1-4 Consumption values is not equal to Current Bill Consumption
BR26	Sum of Tier 1-4 Marketer Commodity Charge values is not equal to Current Bill Marketer Commodity Charge

When Notification Code = CXL, Columbia cancels BIL request for commodity charge and blocks future BIL Marketer Commodity Charges and SUP adjustments to the bill.

Header record (Record Type 01)

- Tracking ID is newly assigned; does not reference original BIL notification

Detail record (Record Type 02)

- Bill Key matches the Bill Key in the canceled BIL notification

Bill Ready CXL Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For CXL notification: Newly assigned number; does not match number transmitted in original BIL notification Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	CXL (cancel BIL request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Optional <ul style="list-style-type: none"> For CXL notification, date is irrelevant
59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

Bill Ready CXL Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For CXL notification: Newly assigned number; does not match number transmitted in original BIL notification • Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	CXL (cancel BIL request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> • Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> • The last day of service for period to be blocked from future RSP and SUP notifications
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) • Columbia assigns 001 for the first BIL notification associated with a new bill (new Bill Key) • Columbia increments Bill Sequence by one for an established Bill Key when: <ul style="list-style-type: none"> ○ There is a change in consumption ○ Columbia accepts Supplier-initiated adjustment

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57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) • For new bill: Original consumption to be billed • For consumption update: Updated consumption to be billed
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places • As transmitted in BIL notification
80	8	Num	From - Date	yyyymmdd – Required • As transmitted in BIL notification • Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	• As transmitted in BIL notification
95	10	Num	Tier1 Consumption	• As transmitted in BIL notification
105	13	Num	Tier1 Marketer Commodity Charge	• As transmitted in BIL notification
118	7	Num	Tier2 Actual Rate per Mcf	• As transmitted in BIL notification
125	10	Num	Tier2 Consumption	• As transmitted in BIL notification
135	13	Num	Tier2 Marketer Commodity Charge	• As transmitted in BIL notification
148	7	Num	Tier3 Actual Rate per Mcf	• As transmitted in BIL notification
155	10	Num	Tier3 Consumption	• As transmitted in BIL notification
165	13	Num	Tier3 Marketer Commodity Charge	• As transmitted in BIL notification
178	7	Num	Tier4 Actual Rate per Mcf	• As transmitted in BIL notification
185	10	Num	Tier4 Consumption	• As transmitted in BIL notification
195	13	Num	Tier4 Marketer Commodity Charge	• As transmitted in BIL notification
208	3	Num	Previous Bill Sequence	• As transmitted in BIL notification
211	10	Num	Previous Bill Consumption	• As transmitted in BIL notification
221	13	Num	Previous Bill Marketer Commodity Charge	• As transmitted in BIL notification
234	87	Alpha/Num	Filler	Spaces - Required

Bill Ready
Customer Billing Request Acknowledgement File (BRA)

<i>File Name and Type</i>	xyyyymmdd.BRA <ul style="list-style-type: none"> • xx – the two-character Marketer Code • yyyymmdd – the file creation date
<i>Description</i>	The BRA file is an exact duplicate of the Customer Billing Request Notification (BRN) file. To acknowledge receipt of the BRN file, Supplier renames BRN file to Customer Billing Request Acknowledgment (BRA) file and transmits to Columbia
<i>File Format</i>	The BRA file contains header records and detail records. <i>See the Customer Billing Request Notification (BRN) file for details.</i>
<i>Transmission Details</i>	<ul style="list-style-type: none"> • Inbound from-Supplier-to Columbia • Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file • Each business day by 5:00pm EST • Transmit even if empty
<i>Other Business Rules</i>	Even if BRN file is empty, Supplier renames BRN file and transmits BRA file to Columbia, indicating BRN file was received

Bill Ready Customer Billing Response File (BRS)

<i>File Name and Type</i>	xx.BRS <ul style="list-style-type: none"> xx – the two-character Marketer Code
<i>Description</i>	<p>The BRS file contains Supplier-calculated commodity-related charges as the result of processing outbound from-Columbia-to-Supplier Customer Billing Request Notification (BRN) file, and Supplier-initiated adjustments to commodity charges in previous twelve billing cycles</p>
<i>Transmission Details</i>	<ul style="list-style-type: none"> Inbound from-Supplier-to-Columbia Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file Each business day by 5:00pm EST Transmit even if empty
<i>File Format</i>	<p>Bill Ready and Prepay header and detail records have unique layouts for Notification Codes RSP and SUP.</p> <p>For Bill Ready and Prepay, the fixed length header and detail records are 320 characters.</p> <ul style="list-style-type: none"> Each record is separated with a carriage return (after position 320) Each data element is formatted with either valid data or filler (i.e., spaces for alpha numeric or zeroes for numeric) A record group is comprised of a header and one or more detail records. Notification Code indicates the intent of the record group: <ul style="list-style-type: none"> RSP notification – Supplier provides commodity charge in response to BIL notification – Detail records include commodity charge SUP notification – Supplier provides for one of the twelve prior billing periods, an adjusted Marketer Commodity Charge – Detail record includes adjusted commodity charge

When Notification Code = RSP, Supplier provides commodity charge in response to BIL notification:

- Each Columbia-initiated BIL notification begins a 3-day pending period that concludes on Scheduled Date
- Before 5pm EST on Scheduled Date, Supplier uses RSP notification to respond to a BIL notification
- After 5pm EST on Scheduled Date, RSP notification is rejected and Supplier may submit SUP notification (adjustment) to provide Marketer Commodity Charge

To tie the RSP notification to a specific BIL notification, Supplier copies from the Columbia-provided BIL detail record:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Tracking ID (identifies transaction)
- Current Bill Sequence and Current Bill Consumption (Columbia validates that Supplier-provided values match the values in last BIL notification associated with the Bill Key)

Header record (Record Type 01)

- Scheduled Date is the last date Columbia accepts RSP notification from Supplier; RSP notification is accepted until 5pm EST and rejected after 5pm EST
- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier may or may not populate: Previous Bill Sequence, Previous Bill Consumption, Previous Bill Marketer Commodity Charge
- Current Bill Sequence, Current Bill Consumption, Current Bill Marketer Commodity Charge:
 - Supplier copies values from BIL notification: Current Bill Sequence, Current Bill Consumption
 - Supplier provides corresponding Current Bill Marketer Commodity Charge, and supporting fields, Tier1-4 Actual Rate per Mcf, Tier1-4 Consumption, Tier1-4 Marketer Commodity Charge

When RSP notification is accepted, Columbia transmits ACF notification:

- When RSP notification is received on or before 5pm EST on Scheduled Date
- When Supplier transmits multiple RSP notifications for the same bill, in multiple BRS files on different days, Columbia accepts each notification and internally posts the last transmitted Bill Ready Marketer Commodity Charge and transmits ACF notification
- Columbia includes Current Bill Marketer Commodity Charge value in customer bill created after 5pm on Scheduled Date

When RSP notification is rejected, Columbia transmits REJ notification. If one record in the record group is rejected, the header record and all related detail records are also rejected. Columbia rejects RSP notification:

- When RSP notification is received after 5pm EST on Scheduled Date
- When Supplier transmits multiple RSP notifications for the same bill, in a single BRS file, Columbia rejects all RSP notifications as duplicates
- When the sum of Tier1-4 Consumption values does not equal Current Bill Consumption
- When the sum of Tier1-4 Marketer Commodity Charge values does not equal Current Bill Marketer Commodity Charge

Bill Ready RSP Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For RSP notification: As assigned in BIL notification • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	RSP (Supplier provides commodity charge in response to BIL notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Supplier to Columbia
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> • As transmitted in BIL notification • Date indicates final day of the 3-business day pending period following BIL notification
59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

Bill Ready RSP Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For RSP notification: As assigned in BIL notification Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	RSP (Supplier provides commodity charge in response to BIL notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Supplier to Columbia
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> As transmitted in BIL notification Date indicates last day of service for period to be billed
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) When Supplier responds to Columbia BIL or REJ notification, Supplier copies Current Bill Sequence from last BIL notification. Supplier never assigns or increments Bill Sequence

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57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> When Supplier responds to Columbia BIL or REJ notification, Supplier copies Current Bill Consumption from last BIL notification
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required <ul style="list-style-type: none"> Supplier provides value to be billed
80	8	Num	From - Date	yyyymmdd – Optional <ul style="list-style-type: none"> May be copied from BIL notification if populated, data is not validated Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	Required 7-digit number, includes 5 decimal places (e.g., 1234567 represents the value 12.34567) <ul style="list-style-type: none"> For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	Required State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Consumption fields are populated for Tier2-4, value should equal Current Bill Consumption
105	13	Num	Tier1 Marketer Commodity Charge	Required 13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Marketer Commodity Charge fields are populated for Tier2-4, value should equal Current Bill Marketer Commodity Charge
118	7	Num	Tier2 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
125	10	Num	Tier2 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements

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148	7	Num	Tier3 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
155	10	Num	Tier3 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
185	10	Num	Tier4 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
208	3	Num	Previous Bill Sequence	Columbia-assigned 3-digit number <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if populated, data is not validated
211	10	Num	Previous Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated
221	13	Num	Previous Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated
234	87	Alpha/Num	Filler	Spaces – Required

When Notification Code = SUP, Supplier initiates adjustment to prior bill:

On any business day, Supplier may use a SUP notification to provide an adjusted commodity charge for a bill issued in last twelve billing periods. However a SUP notification for any billing period that has an open 3-day pending period, is rejected.

Identify the bill to be adjusted by including in SUP notification:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Current Bill Consumption (Columbia validates that Supplier-provided value matches the value in last BIL notification associated with the Bill Key)

Header record (Record Type 01)

- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier may or may not populate: Previous Bill Sequence, Consumption, Marketer Commodity Charge
- Current Bill Sequence, Consumption, Marketer Commodity Charge:
 - Supplier copies values from last BIL notification of bill to be adjusted (identified by Bill Key): Current Bill Consumption
 - Supplier provides corresponding Current Bill Marketer Commodity Charge [and supporting fields, Tier1-4 Actual Rate per Mcf, Tier1-4 Consumption, Tier1-4 Marketer Commodity Charge](#)

When SUP notification is accepted, Columbia transmits ACF notification. SUP is accepted:

- When SUP notification is received on or before 5pm EST on Scheduled Date
- For a bill with no open 3-day pending period as a result of BIL notification
- When Supplier transmits multiple SUP notifications for the same bill, in multiple BRS files on different days, Columbia accepts each notification and internally posts the last transmitted Bill Ready Marketer Commodity Charge and transmits ACF notification
- Columbia posts Current Bill Marketer Commodity Charge (adjustment) to customer account
- Columbia includes Current Bill Marketer Commodity Charge value (adjustment) on customer bill created after 5pm on Scheduled Date of next Billing Preparation period

When SUP notification is rejected, Columbia transmits REJ notification. If one record in the record group is rejected, the header record and all related detail records are also rejected. Columbia rejects SUP notification:

- When SUP notification is received after 5pm EST on Scheduled Date
- For a bill with an open 3-day pending period as a result of BIL notification
- For a bill issued more than twelve billing periods ago
- For a customer removed from Supplier more than 60 days prior
- For a bill that Columbia previously blocked from future RSP and SUP notifications (BRN file, Notification Code CXL)
- When Supplier transmits multiple SUP notifications for the same bill, in a single BRS file, Columbia rejects all RSP notifications as duplicates
- [When the sum of Tier1-4 Consumption values does not equal Current Bill Consumption](#)
- [When the sum of Tier1-4 Marketer Commodity Charge values does not equal Current Bill Marketer Commodity Charge](#)

Bill Ready SUP Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For SUP notification, zero-fill; Columbia assigns Tracking ID in ACF notification • Identifies record groups that make up a transaction (i.e., request for commodity charge; supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	SUP (Supplier initiates adjustment to prior bill)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Supplier to Columbia
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd <ul style="list-style-type: none"> • Zero-fill for SUP notification, date is irrelevant; There is no 3-day pending period associated with SUP notifications
59	2	Num	Record Count	Number of detail records associated with header record
61	260	Alpha/Num	Filler	Spaces – Required

Bill Ready SUP Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For SUP notification, zero-fill; Columbia assigns Tracking ID in ACF notification • Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	SUP (Supplier initiates adjustment to prior bill)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Supplier to Columbia
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> • Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> • For SUP notification, zero-fill; Not a relevant date
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) • Supplier zero-fills Current Bill Sequence; Supplier never assigns or increments Bill Sequence
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> • Supplier copies Current Bill Consumption from value in last BIL notification associated with the Bill Key

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67	13	Num	Current Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value reflects the <u>total</u> commodity charge for a prior billing period (<i>as opposed to</i> the difference between the Marketer Commodity Charge included in a prior RSP notification and the updated commodity charge)
80	8	Num	From - Date	<p>yyyymmdd – Optional; if populated, data is not validated</p> <ul style="list-style-type: none"> May be copied from BIL notification Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	<p>Required</p> <p>7-digit number, includes 5 decimal places (e.g., 1234567 represents the value 12.34567)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	<p>Required</p> <p>State-specific unit of measure (e.g., Mcf, Ccf, therm)</p> <p>Ccf (Ohio)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Consumption fields are populated for Tier2-4, value should equal Current Bill Consumption
105	13	Num	Tier1 Marketer Commodity Charge	<p>Required</p> <p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Marketer Commodity Charge fields are populated for Tier2-4, value should equal Current Bill Marketer Commodity Charge
118	7	Num	Tier2 Actual Rate per Mcf	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
125	10	Num	Tier2 Consumption	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements

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148	7	Num	Tier3 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
155	10	Num	Tier3 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
185	10	Num	Tier4 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
208	3	Num	Previous Bill Sequence	Columbia-assigned 3-digit number <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if populated, data is not validated
211	10	Num	Previous Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated
221	13	Num	Previous Bill Marketer Commodity Charge	13-digit number <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated
234	87	Alpha/Num	Filler	Spaces – Required

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Prepay Customer Billing Request Notification File (BRN)

<i>File Name and Type</i>	xyyyymmdd.BRN <ul style="list-style-type: none"> • xx – two-character Marketer Code • yyyymmdd – the file creation date
<i>Description</i>	The BRN file contains Columbia-produced Bill Ready and/or Prepay commodity charge requests for billing period, and changes in consumption
<i>File Transmission</i>	<ul style="list-style-type: none"> • Outbound from-Columbia-to-Supplier • Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file • Each business day between 5:00pm EST and 12:00pm (noon) EST the following business day Columbia uploads to Supplier-specific directory, BRN file • Transmit even if empty
<i>File Format</i>	<p>Bill Ready and Prepay header and detail records have unique header and detail record layouts for Notification Codes BIL, ACF, REJ and CXL.</p> <p>For Bill Ready and Prepay, the fixed length header and detail records are 320 characters.</p> <ul style="list-style-type: none"> • Each record is separated with a carriage return (after position 320) • Each data element is formatted with either valid data or filler (i.e., spaces for alpha numeric or zeroes for numeric) • A record group is comprised of a header and zero, one or more detail records. Notification Code indicates the intent of the record group: <ul style="list-style-type: none"> ○ BIL notification – Columbia provides consumption data and requests commodity charge – Detail record includes consumption data ○ ACF notification – Columbia accepts RSP or SUP notification – There are no detail records associated with header records that include an ACF Notification Code (i.e., Record Count=0) ○ REJ notification – Columbia rejects RSP or SUP notification – Detail record includes error code(s) ○ CXL notification – Columbia cancels BIL notification for commodity charge – Detail record includes Bill Key

When Notification Code = BIL, Columbia requests commodity charge for:

- For each customer in Unit to be billed
- For each customer with a change in consumption

Header record (Record Type 01)

- Scheduled Date is the last date Columbia accepts RSP notification (with Current Bill Marketer Commodity Charge and/or Prepay-Amount Owed) from Supplier; RSP notification after 5pm EST is rejected
- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier determines Current Bill Marketer Commodity Charge and/or Prepay-Amount Owed based on values in the following data elements in the detail record:
 - Customer Account Number (identifies customer)
 - Bill Key (identifies bill)
 - Tracking ID (identifies transaction)
 - Current Bill Sequence
 - Current Bill Consumption
- Values in the following data elements are for reference purposes only: Previous Bill Sequence, Previous Bill Consumption, Previous Bill Marketer Commodity Charge

Prepay BIL Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia-assigned 9-digit number <ul style="list-style-type: none"> • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	BIL (request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Columbia to Supplier

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42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyyymmdd – Required <ul style="list-style-type: none"> • For BIL notification, date indicates final day of the 3-business day pending period following a BIL notification
59	2	Num	Record Count	Number of detail records associated with header record
61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> • Zero-filled • Value to be presented on customer bill is requested from Supplier; Value represents the funds remaining in Prepay customer account <u>after</u> the Prepay-Prepaid Amount Applied is applied to the Marketer Commodity Charge
74	247	Alpha/Num	Filler	Spaces - Required

Prepay BIL Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	BIL (request for commodity charge)

Table continues on next page

34	8	Date	Transmission Date	yyyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> • Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyyymmdd – Required <ul style="list-style-type: none"> • For BIL notification, date indicates last day of service for period to be billed
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) • Columbia assigns 001 for the first BIL notification associated with a new bill (new Bill Key) • Columbia increments Bill Sequence by one for an established Bill Key when: <ul style="list-style-type: none"> ○ There is a change in consumption ○ Columbia accepts Supplier-initiated adjustment
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> • For new bill: Original consumption to be billed • For consumption update: Updated consumption to be billed
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> • Zero-filled • Value to be presented on customer bill is requested from Supplier; Value represents the consumption-based commodity charge • If Supplier fails to provide a Columbia-accepted value within 3-day pending period, zero Marketer Commodity Charge is presented on bill
80	8	Num	From – Date	yyyyymmdd – Required <ul style="list-style-type: none"> • Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Value to be presented on customer bill is <u>required</u> from Supplier • For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	<ul style="list-style-type: none"> • Zero-filled • Value to be presented on customer bill is <u>required</u> from Supplier • For single or tiered rate customer agreements

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105	13	Num	Tier1 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Value to be presented on customer bill is <u>required</u> from Supplier • For single or tiered rate customer agreements
118	7	Num	Tier2 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
125	10	Num	Tier2 Consumption	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
148	7	Num	Tier3 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
155	10	Num	Tier3 Consumption	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
185	10	Num	Tier4 Consumption	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	<ul style="list-style-type: none"> • Zero-filled • Optional value to be presented on customer bill is requested from Supplier • For tiered rate customer agreements

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208	3	Num	Previous Bill Sequence	<p>Columbia-assigned 3-digit number</p> <ul style="list-style-type: none"> • 001 for initial BIL notification • Incremented by one for each BIL notification associated with a change in consumption
211	10	Num	Previous Bill Consumption	<p>State-specific unit of measure (e.g., Mcf, Ccf, therm)</p> <p>Ccf (Ohio)</p> <ul style="list-style-type: none"> • Zero-filled for initial BIL notification • For BIL notification associated with a change in consumption, populated with consumption value formerly transmitted in Current Bill Consumption
221	13	Num	Previous Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> • Zero-filled for initial BIL notification • For BIL notification associated with a change in consumption, populated with charge formerly provided by Supplier in Current Bill Marketer Commodity Charge, if available
234	13	Num	Prepay-Prepaid Amount Applied	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> • Value to be presented on customer bill is requested from Supplier; Value represents the amount of prepaid funds applied to the Marketer Commodity Charge
247	13	Num	Prepay-Amount Owed	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> • Value to be presented on customer bill is requested from Supplier; Value represents the amount to be collected from Prepay customer, Marketer Commodity Charge minus Prepay-Prepaid Amount Applied
260	61	Alpha/Num	Filler	Spaces – Required

When Notification Code = ACF, Columbia accepts record group for Supplier RSP or SUP notification:

- ACF notification does not include detail records from Supplier RSP or SUP notification
- Columbia copies header record of Supplier-provided RSP or SUP notification, indicating acceptance of all related detail records

Prepay ACF Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Account Number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For accepted RSP notification, as transmitted in original BIL notification and RSP notification • For accepted SUP notification, Columbia assigns Tracking ID • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	ACF (accepted RSP commodity charge or SUP adjustment)
34	8	Date	Transmission Date	yyyymmdd – Required Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> • As transmitted in BIL notification; the date the Marketer Commodity Charge is posted • For accepted RSP notification, date indicates final day of the 3-business day pending period following BIL notification
59	2	Num	Record Count	Number of detail records associated with header record

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61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places • As transmitted in RSP or SUP notification
74	247	Alpha/Num	Filler	Spaces - Required

When Notification Code = REJ, Columbia rejects record group for Supplier RSP or SUP notification:

Header record (Record Type 01)

- Columbia copies Header record of Supplier-provided RSP or SUP notification

Detail record (Record Type 02)

- Columbia copies all Detail records of Supplier-provided RSP or SUP notification
- Columbia provides error code(s)

Prepay REJ Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For rejected RSP notification: As transmitted in BIL notification • For rejected SUP notification: Not assigned • Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	REJ (Columbia rejects record group for Supplier RSP or SUP notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> • For accepted RSP notification, as transmitted in BIL notification; date indicates: • Final day of the 3-business day pending period following BIL notification • For accepted SUP notification, date is zero-filled (irrelevant date)

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59	2	Num	Record Count	Number of detail records associated with header record
61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places • As transmitted in RSP or SUP notification
74	247	Alpha/Num	Filler	Spaces - Required

Prepay REJ Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number • For rejected RSP notification: As transmitted in BIL notification • For rejected SUP notification: Not assigned • Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	REJ (Columbia rejects record group for Supplier RSP or SUP notification)
34	8	Date	Transmission Date	yyyymmdd – Required • Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number • Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required • As transmitted in BIL notification • Date indicates last day of service for period to be billed

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54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key)
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio)
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places • As transmitted in RSP or SUP notification
80	8	Num	From - Date	yyyymmdd – Optional • As transmitted in RSP or SUP notification • If populated data is not validated • If not populated in SUP notification, the value 00010101 is returned • Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
95	10	Num	Tier1 Consumption	• As transmitted in RSP or SUP notification
105	13	Num	Tier1 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
118	7	Num	Tier2 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
125	10	Num	Tier2 Consumption	• As transmitted in RSP or SUP notification
135	13	Num	Tier2 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
148	7	Num	Tier3 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
155	10	Num	Tier3 Consumption	• As transmitted in RSP or SUP notification
165	13	Num	Tier3 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
178	7	Num	Tier4 Actual Rate per Mcf	• As transmitted in RSP or SUP notification
185	10	Num	Tier4 Consumption	• As transmitted in RSP or SUP notification
195	13	Num	Tier4 Marketer Commodity Charge	• As transmitted in RSP or SUP notification
208	3	Num	Previous Bill Sequence	• As transmitted in RSP or SUP notification
211	10	Num	Previous Bill Consumption	• As transmitted in RSP or SUP notification
221	13	Num	Previous Bill Marketer Commodity Charge	• As transmitted in RSP or SUP notification
234	13	Num	Prepay-Prepaid Amount Applied	• As transmitted in RSP or SUP notification
247	13	Num	Prepay-Amount Owed	• As transmitted in RSP or SUP notification

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260	4	Alpha/Num	Error Code 1	Required – See Error Code table below
264	4	Alpha/Num	Error Code 2	Optional – See Error Code table below
268	4	Alpha/Num	Error Code 3	Optional – See Error Code table below
272	49	Alpha/Num	Filler	Spaces – Required

Error Codes

Bill Ready and Prepay use the same error codes.

Error Code	Error Code Description
BR01	Mismatch on Tracking ID
BR02	Mismatch on Permanent Customer Identification (PCID) Number
BR03	Mismatch on Sequence Number
BR04	Mismatch on Bill Key
BR05	Mismatch on Bill Sequence
BR06	Mismatch on Consumption
BR07	Mismatch on Marketer Rate Code
BR08	Consumption not numeric/present
BR09	Record Group is no longer open for RSP response
BR10	Marketer Commodity Charge not numeric/present
BR11	Record Group still open for RSP response
BR12	Bill Key provided is beyond adjustment window (12 months)
BR13	SUP notification invalid – customer was removed > 60 days
BR14	Duplicate detail record
BR15	Record rejected because another record in the group was invalid
BR16	Invalid PCID Number, Sequence and Bill Key combination
BR17	Invalid format / Missing header or detail record
BR18	Duplicate Marketer Commodity Charge
BR19	Invalid Notification Code
BR 20	Prepay fields don't balance with Marketer Commodity Charge
BR21	Prepay-Prepaid Balance (header) not numeric/present
BR22	Prepay-Prepaid Amount Applied (detail) not numeric/present
BR23	Prepay-Amount Owed (detail) not numeric/present
BR24	Tier 1 Actual Rate per Mcf not numeric/present
BR25	Sum of Tier 1-4 Consumption values is not equal to Current Bill Consumption
BR26	Sum of Tier 1-4 Marketer Commodity Charge values is not equal to Current Bill Marketer Commodity Charge

When Notification Code = CXL, Columbia cancels BIL request for commodity charge and blocks future BIL Marketer Commodity Charges and SUP adjustments to the bill.

Header record (Record Type 01)

- Tracking ID is newly assigned; does not reference original BIL notification

Detail record (Record Type 02)

- Bill Key matches the Bill Key in the canceled BIL notification

Prepay CXL Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For CXL notification: Newly assigned number; does not match number transmitted in original BIL notification Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	CXL (cancel BIL request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Columbia to Supplier
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Optional <ul style="list-style-type: none"> For CXL notification, date is irrelevant
59	2	Num	Record Count	Number of detail records associated with header record
61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places <ul style="list-style-type: none"> As transmitted in BIL notification
74	247	Alpha/Num	Filler	Spaces - Required

Prepay CXL Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For CXL notification: Newly assigned number; does not match number transmitted in original BIL notification Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	CXL (cancel BIL request for commodity charge)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Columbia to Supplier
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> The last day of service for period to be blocked from future RSP and SUP notifications
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) Columbia assigns 001 for the first BIL notification associated with a new bill (new Bill Key) Columbia increments Bill Sequence by one for an established Bill Key when: <ul style="list-style-type: none"> There is a change in consumption Columbia accepts Supplier-initiated adjustment

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57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) • For new bill: Original consumption to be billed • For consumption update: Updated consumption to be billed
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places • As transmitted in BIL notification
80	8	Num	From - Date	yyyymmdd – Required • As transmitted in BIL notification • Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	• As transmitted in BIL notification
95	10	Num	Tier1 Consumption	• As transmitted in BIL notification
105	13	Num	Tier1 Marketer Commodity Charge	• As transmitted in BIL notification
118	7	Num	Tier2 Actual Rate per Mcf	• As transmitted in BIL notification
125	10	Num	Tier2 Consumption	• As transmitted in BIL notification
135	13	Num	Tier2 Marketer Commodity Charge	• As transmitted in BIL notification
148	7	Num	Tier3 Actual Rate per Mcf	• As transmitted in BIL notification
155	10	Num	Tier3 Consumption	• As transmitted in BIL notification
165	13	Num	Tier3 Marketer Commodity Charge	• As transmitted in BIL notification
178	7	Num	Tier4 Actual Rate per Mcf	• As transmitted in BIL notification
185	10	Num	Tier4 Consumption	• As transmitted in BIL notification
195	13	Num	Tier4 Marketer Commodity Charge	• As transmitted in BIL notification
208	3	Num	Previous Bill Sequence	• As transmitted in BIL notification
211	10	Num	Previous Bill Consumption	• As transmitted in BIL notification
221	13	Num	Previous Bill Marketer Commodity Charge	• As transmitted in BIL notification
234	87	Alpha/Num	Filler	Spaces - Required

Prepay Customer Billing Request Acknowledgement File (BRA)

<i>File Name and Type</i>	xyyyymmdd.BRA <ul style="list-style-type: none"> • xx – the two-character Marketer Code • yyyymmdd – the file creation date
<i>Description</i>	The BRA file is an exact duplicate of the Customer Billing Request Notification (BRN) file. To acknowledge receipt of the BRN file, Supplier renames BRN file to Customer Billing Request Acknowledgment (BRA) file and transmits to Columbia
<i>File Format</i>	The BRA file contains header records and detail records. <i>See the Customer Billing Request Notification (BRN) file for details.</i>
<i>Transmission Details</i>	<ul style="list-style-type: none"> • Inbound from-Supplier-to Columbia • Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file • Each business day by 5:00pm EST • Transmit even if empty
<i>Other Business Rules</i>	Even if BRN file is empty, Supplier renames BRN file and transmits BRA file to Columbia, indicating BRN file was received

Prepay Customer Billing Response File (BRS)

<i>File Name and Type</i>	xx.BRS <ul style="list-style-type: none"> xx – the two-character Marketer Code
<i>Description</i>	<p>The BRS file contains Supplier-calculated commodity-related charges as the result of processing outbound from-Columbia-to-Supplier Customer Billing Request Notification (BRN) file, and Supplier-initiated adjustments to commodity charges in previous twelve billing cycles</p>
<i>Transmission Details</i>	<ul style="list-style-type: none"> Inbound from-Supplier-to-Columbia Must be an ASCII text file, system generated or edited using word processing software that can save a TXT file Each business day by 5:00pm EST Transmit even if empty
<i>File Format</i>	<p>Bill Ready and Prepay header and detail records have unique layouts for Notification Codes RSP and SUP.</p> <p>For Bill Ready and Prepay, the fixed length header and detail records are 320 characters.</p> <ul style="list-style-type: none"> Each record is separated with a carriage return (after position 320) Each data element is formatted with either valid data or filler (i.e., spaces for alpha numeric or zeroes for numeric) A record group is comprised of a header and one or more detail records. Notification Code indicates the intent of the record group: <ul style="list-style-type: none"> RSP notification – Supplier provides commodity charge in response to BIL notification – Detail records include commodity charge SUP notification – Supplier provides for one of the twelve prior billing periods, an adjusted Marketer Commodity Charge – Detail record includes adjusted commodity charge

When Notification Code = RSP, Supplier provides commodity charge in response to BIL notification:

- Each Columbia-initiated BIL notification begins a 3-day pending period that concludes on Scheduled Date
- Before 5pm EST on Scheduled Date, Supplier uses RSP notification to respond to a BIL notification
- After 5pm EST on Scheduled Date, RSP notification is rejected and Supplier may submit SUP notification (adjustment) to provide Marketer Commodity Charge

To tie the RSP notification to a specific BIL notification, Supplier copies from the Columbia-provided BIL detail record:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Tracking ID (identifies transaction)
- Current Bill Sequence and Current Bill Consumption (Columbia validates that Supplier-provided values match the values in last BIL notification associated with the Bill Key)

Header record (Record Type 01)

- Scheduled Date is the last date Columbia accepts RSP notification from Supplier; RSP notification is accepted until 5pm EST and rejected after 5pm EST
- If Prepay, Supplier also provides Prepay-Prepaid Balance
- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier may or may not populate: Previous Bill Sequence, Previous Bill Consumption, Previous Bill Marketer Commodity Charge
- Current Bill Sequence, Current Bill Consumption, Current Bill Marketer Commodity Charge:
 - Supplier copies values from BIL notification: Current Bill Sequence, Current Bill Consumption
 - Supplier provides corresponding Current Bill Marketer Commodity Charge, and supporting fields, Tier1-4 Actual Rate per Mcf, Tier1-4 Consumption, Tier1-4 Marketer Commodity Charge
 - If Prepay, Supplier also provides Prepay-Prepaid Amount Applied and Prepay-Amount Owed

When RSP notification is accepted, Columbia transmits ACF notification:

- When RSP notification is received on or before 5pm EST on Scheduled Date
- When Supplier transmits multiple RSP notifications for the same bill, in multiple BRS files on different days, Columbia accepts each notification and internally posts the last transmitted Bill Ready Marketer Commodity Charge and if Prepay, Prepay values to customer account and transmits ACF notification
- Columbia includes Current Bill Marketer Commodity Charge and if Prepay, Prepay values in customer bill created after 5pm on Scheduled Date

When RSP notification is rejected, Columbia transmits REJ notification. If one record in the record group is rejected, the header record and all related detail records are also rejected. Columbia rejects RSP notification:

- When RSP notification is received after 5pm EST on Scheduled Date
- When Supplier transmits multiple RSP notifications for the same bill, in a single BRS file, Columbia rejects all RSP notifications as duplicates
- When Prepay-Prepaid Amount plus Prepay-Amount Owed does not equal Current Bill Marketer Commodity Charge
- When the sum of Tier1-4 Consumption values does not equal Current Bill Consumption
- When the sum of Tier1-4 Marketer Commodity Charge values does not equal Current Bill Marketer Commodity Charge

Prepay RSP Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For RSP notification: As assigned in BIL notification Identifies record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	RSP (Supplier provides commodity charge in response to BIL notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Supplier to Columbia
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd – Required <ul style="list-style-type: none"> As transmitted in BIL notification Date indicates final day of the 3-business day pending period following BIL notification
59	2	Num	Record Count	Number of detail records associated with header record

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61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required <ul style="list-style-type: none"> Value to be presented on customer bill; Value represents the funds remaining in Prepay customer account <u>after</u> the Prepay-Prepaid Amount Applied is applied to the Marketer Commodity Charge
74	247	Alpha/Num	Filler	Spaces - Required

Prepay RSP Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> For RSP notification: As assigned in BIL notification Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; Supplier-initiated adjustment) Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	RSP (Supplier provides commodity charge in response to BIL notification)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> Date record is sent from Supplier to Columbia
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key

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46	8	Date	Billing Date	yyyyymmdd – Required <ul style="list-style-type: none"> As transmitted in BIL notification Date indicates last day of service for period to be billed
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) When Supplier responds to Columbia BIL or REJ notification, Supplier copies Current Bill Sequence from last BIL notification. Supplier never assigns or increments Bill Sequence
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> When Supplier responds to Columbia BIL or REJ notification, Supplier copies Current Bill Consumption from last BIL notification
67	13	Num	Current Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required <ul style="list-style-type: none"> Value to be presented on customer bill; Value represents the consumption-based commodity charge If Supplier fails to provide a Columbia-accepted value within 3-day pending period, zero Marketer Commodity Charge is presented on bill
80	8	Num	From - Date	yyyyymmdd – Optional <ul style="list-style-type: none"> May be copied from BIL notification if populated, data is not validated Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	Required 7-digit number, includes 5 decimal places (e.g., 1234567 represents the value 12.34567) <ul style="list-style-type: none"> For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	Required State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Consumption fields are populated for Tier2-4, value should equal Current Bill Consumption

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105	13	Num	Tier1 Marketer Commodity Charge	Required 13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Marketer Commodity Charge fields are populated for Tier2-4, value should equal Current Bill Marketer Commodity Charge
118	7	Num	Tier2 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
125	10	Num	Tier2 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
148	7	Num	Tier3 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
155	10	Num	Tier3 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
185	10	Num	Tier4 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
208	3	Num	Previous Bill Sequence	Columbia-assigned 3-digit number <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if populated, data is not validated
211	10	Num	Previous Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated

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221	13	Num	Previous Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated
234	13	Num	Prepay-Prepaid Amount Applied	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value to be presented on customer bill; Value represents the amount of prepaid funds applied to the Marketer Commodity Charge
247	13	Num	Prepay-Amount Owed	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value to be presented on customer bill; Value represents the amount to be collected from Prepay customer, Marketer Commodity Charge minus Prepay-Prepaid Amount Applied
260	61	Alpha/Num	Filler	Spaces - Required

When Notification Code = SUP, Supplier initiates adjustment to prior bill:

On any business day, Supplier may use a SUP notification to provide an adjusted commodity charge for a bill issued in last twelve billing periods. However a SUP notification for any billing period that has an open 3-day pending period, is rejected.

Identify the bill to be adjusted by including in SUP notification:

- Customer Account Number (identifies customer)
- Bill Key (identifies bill)
- Current Bill Consumption (Columbia validates that Supplier-provided value matches the value in last BIL notification associated with the Bill Key)

Header record (Record Type 01)

- Record Count indicates the number of detail records

Detail record (Record Type 02)

- Supplier may or may not populate: Previous Bill Sequence, Bill Consumption, Bill Marketer Commodity Charge
- Current Bill Sequence, Bill Consumption, Bill Marketer Commodity Charge:
 - Supplier copies values from last BIL notification of bill to be adjusted (identified by Bill Key): Current Bill Consumption
 - Supplier provides corresponding Current Bill Marketer Commodity Charge and Prepay-Amount Owed (adjustment), [and supporting fields Tier1-4 Actual Rate per Mcf, Tier1-4 Consumption, Tier1-4 Marketer Commodity Charge](#)

When SUP notification is accepted, Columbia transmits ACF notification:

- When SUP notification is received on or before 5pm EST on Scheduled Date
- For a bill with no open 3-day pending period as a result of BIL notification
- When Supplier transmits multiple SUP notifications for the same bill, in multiple BRS files on different days, Columbia accepts each notification and internally posts the last transmitted Bill Ready Marketer Commodity Charge and if Prepay, Prepay values to customer account and transmits ACF notification
- Columbia posts Current Bill Marketer Commodity Charge (adjustment) to customer account and if Prepay, Prepay-Prepaid Amount Applied, Prepay-Amount Owed, and Prepay-Paid Balance
- Columbia includes Current Bill Marketer Commodity Charge and if Prepay, Prepay values (adjustment) in customer bill created after 5pm on Scheduled Date of next Billing Preparation period

When SUP notification is rejected, Columbia transmits REJ notification. If one record in the record group is rejected, the header record and all related detail records are also rejected. Columbia rejects SUP notification:

- When SUP notification is received after 5pm EST on Scheduled Date
- For a bill with an open 3-day pending period as a result of BIL notification
- For a bill issued more than twelve billing periods ago
- For a customer removed from Supplier more than 60 days prior
- For a bill that Columbia previously blocked from future RSP and SUP notifications (BRN file, Notification Code CXL)
- When Supplier transmits multiple SUP notifications for the same bill in a single BRS file, Columbia rejects all RSP notifications as duplicates
- When Prepay-Prepaid Amount plus Prepay-Amount Owed does not equal Current Bill Marketer Commodity Charge
- [When the sum of Tier1-4 Consumption values does not equal Current Bill Consumption](#)
- [When the sum of Tier1-4 Marketer Commodity Charge values does not equal Current Bill Marketer Commodity Charge](#)

Prepay SUP Notification Header Record (Record Type = 01)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For SUP notification, zero-fill; Columbia assigns Tracking ID in ACF notification • Identifies record groups that make up a transaction (i.e., request for commodity charge; supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	01 (header record)
31	3	Alpha/Num	Notification Code	SUP (Supplier initiates adjustment to prior bill)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Supplier to Columbia
42	9	Num	Confirmation Number	Unique 9-digit number <ul style="list-style-type: none"> • Columbia assigns to each record group for BIL, ACF, REJ and CXL notifications • Supplier zero-fills for RSP and SUP notifications
51	8	Date	Scheduled Date	yyyymmdd <ul style="list-style-type: none"> • Zero-fill for SUP notification, date is irrelevant; There is no 3-day pending period associated with SUP notifications
59	2	Num	Record Count	Number of detail records associated with header record
61	13	Num	Prepay-Prepaid Balance	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Optional <ul style="list-style-type: none"> • If populated, value is not presented on customer bill
74	247	Alpha/Num	Filler	Spaces - Required

Prepay SUP Notification Detail Record (Record Type = 02)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Company	2-digit Columbia Gas Company 34 (Ohio)
3	5	Alpha/Num	Marketer Rate Code	Includes 2-character Marketer Code (Required) 1-digit State (Required) C (Ohio) 2- digit Rate Code (Required)
8	12	Num	Customer Account Number	Includes 8-digit Permanent Customer Identifier (PCID) 3-digit Sequence Number 1-digit Check Digit
20	9	Num	Tracking ID	Unique Columbia assigned 9-digit number <ul style="list-style-type: none"> • For SUP notification, zero-fill; Columbia assigns Tracking ID in ACF notification • Identifies the record groups that make up a transaction (i.e., request for Marketer Commodity Charge; supplier-initiated adjustment) • Through final acceptance, Columbia and Supplier reference Columbia-assigned Tracking ID in each header and detail record
29	2	Alpha/Num	Record Type	02 (detail record)
31	3	Alpha/Num	Notification Code	SUP (Supplier initiates adjustment to prior bill)
34	8	Date	Transmission Date	yyyymmdd – Required <ul style="list-style-type: none"> • Date record is sent from Supplier to Columbia
42	4	Num	Bill Key	Unique Columbia-assigned 4-digit number <ul style="list-style-type: none"> • Columbia assigns a unique Bill Key to each customer bill; each BIL, ACF, REJ, CXL, RSP and SUP detail record references a Bill Key
46	8	Date	Billing Date	yyyymmdd – Required <ul style="list-style-type: none"> • For SUP notification, zero-fill; Not a relevant date
54	3	Num	Current Bill Sequence	Columbia assigned 3-digit number <ul style="list-style-type: none"> • Tracks changes to consumption or Marketer Commodity Charge for a specific bill (identified by unique Bill Key) • Supplier zero-fills Current Bill Sequence; Supplier never assigns or increments Bill Sequence
57	10	Num	Current Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> • Supplier copies Current Bill Consumption from value in last BIL notification associated with the Bill Key

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67	13	Num	Current Bill Marketer Commodity Charge	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value to be presented on customer bill, “Supplier adjustment details” section; Value reflects the <u>total</u> consumption-based commodity charge for a prior billing period (as <i>opposed to</i> the difference between the Marketer Commodity Charge included in a prior RSP notification and the updated commodity charge)
80	8	Num	From - Date	<p>yyyymmdd – Optional</p> <ul style="list-style-type: none"> May be copied from BIL notification; If populated, data is not validated Date indicates first day of service for the period to be billed
88	7	Num	Tier1 Actual Rate per Mcf	<p>Required</p> <p>7-digit number, includes 5 decimal places (e.g., 1234567 represents the value 12.34567)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements
95	10	Num	Tier1 Consumption	<p>Required</p> <p>State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Consumption fields are populated for Tier2-4, value should equal Current Bill Consumption
105	13	Num	Tier1 Marketer Commodity Charge	<p>Required</p> <p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23)</p> <ul style="list-style-type: none"> For single or tiered rate customer agreements If no additional Marketer Commodity Charge fields are populated for Tier2-4, value should equal Current Bill Marketer Commodity Charge
118	7	Num	Tier2 Actual Rate per Mcf	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
125	10	Num	Tier2 Consumption	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
135	13	Num	Tier2 Marketer Commodity Charge	<p>Optional</p> <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements

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148	7	Num	Tier3 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
155	10	Num	Tier3 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
165	13	Num	Tier3 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
178	7	Num	Tier4 Actual Rate per Mcf	Optional <ul style="list-style-type: none"> Formatted as Tier1 Actual Rate per Mcf For tiered rate customer agreements
185	10	Num	Tier4 Consumption	Optional <ul style="list-style-type: none"> Formatted as Tier1 Consumption For tiered rate customer agreements
195	13	Num	Tier4 Marketer Commodity Charge	Optional <ul style="list-style-type: none"> Formatted as Tier1 Marketer Commodity Charge For tiered rate customer agreements
208	3	Num	Previous Bill Sequence	Columbia-assigned 3-digit number <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if populated, data is not validated
211	10	Num	Previous Bill Consumption	State-specific unit of measure (e.g., Mcf, Ccf, therm) Ccf (Ohio) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if populated, data is validated
221	13	Num	Previous Bill Marketer Commodity Charge	13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) <ul style="list-style-type: none"> Optional, Supplier may or may not populate; if provided, data is validated

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234	13	Num	Prepay-Prepaid Amount Applied	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value to be presented on customer bill, “Supplier adjustment details” section; Value represents the <u>total</u> amount of prepaid funds applied to the Marketer Commodity Charge (as <i>opposed to</i> the difference between the Prepay-Prepaid Amount Applied included in a prior RSP notification and the updated amount applied)
247	13	Num	Prepay-Amount Owed	<p>13-digit number, includes 2 decimal places (e.g., 1234567890123 represents the value 12345678901.23) – Required</p> <ul style="list-style-type: none"> Value to be presented on customer bill, “Supplier adjustment details” section; Value represents the <u>total</u> amount to be collected from Prepay customer, Marketer Commodity Charge minus Prepay-Prepaid Amount Applied (as <i>opposed to</i> the difference between the Prepay-Amount Owed included in a prior RSP notification and the updated amount owed)
260	61	Alpha/Num	Filler	Spaces – Required